

IES College of Technology

Internal Quality Assurance Cell(IQAC)

MINUTES OF IQAC Meeting –Held on 17/06/2017

Date: 17/06/2017

S.N	Agenda Point	Details of discussions & conclusion	Responsibility
1	<p>I. To discuss and finalize CO-PO Attainment Criteria - inputs from various department and further discussions</p> <p>II. Discussion on faculty Appraisal</p> <p>III. Discussion on Mentor Policy</p>	<p>A detailed discussion on philosophy of CO-PO attainment for the courses was conducted.</p> <p>The criterion for CO and PO attainment finalized for all the departments</p> <p>He also raised some queries which were discussed by the members of IQAC.</p> <p>Faculty appraisal format presented by IQAC coordinator with revision finalized</p> <p>Tutor guardian policy was recommended and finalized as Mentor policy for the institute with minor changes.</p> <p>Curriculum gaps identified by the departments submitted to IQAC</p>	Dean, IQAC and NBA Coordinator


IQAC Coordinator

IES College of Technology



Copy to

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

IES College of Technology





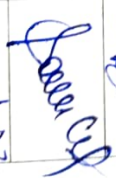
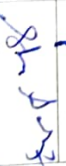


Internal Quality Assurance Cell (IQAC)






Minutes of the Meeting of IQAC held on 4 August 2017 at 3:00 pm

Meeting of IQAC was held on 4 August 2017 at 3:00 pm in the Board Room.

Members Present

Following members were present in the meeting:

S. No.	Name	Designation	Role	Signature
1	Dr. S. Kumar	Principal, IES College of Technology Bhopal	Chairman	
2	Dr. Sunita Singh	Secretary, Infotech Education Society	Member	
3	Dr. Meera Bansal Principal	IES College of Education (Local Society Representative)	Member	
4	Ms. Monika Singh	Society Representative	Member	
5	Mr. Surendra Raghuvanshi	Administrative Officer	Member	
6	Mr. Sonu Lal	ECE, IES College of Technology Bhopal	IQAC Coordinator	
7	Dr. Bhupinder Singh	CSE, IES College of Technology Bhopal	Member	
8	Ms. Jyoti Bansal	EX, IES College of Technology Bhopal	Member	
9	Mr. R C Maheshwari	CE, IES College of Technology Bhopal	Member	
10	Mr. Neeraj Agrawal	ME, IES College of Technology Bhopal	Member	

11	Dr. Rashmi Shrivastava	First Year In charge, IES College of Technology Bhopal	Member	
12	Mr. Shantanu Boss (CEO, ARG Technocrats Bhopal)	Alumni Representative	Member	
13	Ms. Utkarsha Mudgal (CSE)	Student	Member	
14	Mr. Mahesh Shukla (General Manager- BSNL Bhopal)	Industrial Representative	Member	
15	Mr. Santosh Chourasia F/O Diksha Chourasia (CSE)	Parents Representative	Member	

IQAC Chairman welcomed all the members present and requested IQAC Coordinator to take up agenda points of the meeting:

Agenda 1: Discussion on reconstituted IQAC for Academic year 2017-18

IQAC Coordinator informed about the reconstitution of IQAC for the session 2017-18 and briefly shared the role and responsibility of IQAC in adding value to the academics and administrative activities of IES College of Technology.

Detail as per attached Annexure-I

Agenda 2: Discussion on various quality improvement initiatives

Chairman invited all members for a detailed discussion on various initiatives to be taken at faculty and department level for achieving the long term goal and vision of College. After a long round of deliberations, following main points were highlighted by the committee:

- Basic concepts of students taking admission in first year UG programs to be strengthened by increasing focus on Physics, Chemistry and Mathematics.
- Research activity to be promoted in the College and faculty members to be motivated to write research papers for high impact factor journals of repute (such as SCI, Scopus, Web of Science etc.).
- Students to be encouraged to take up industry sponsored projects and also prepare for competitive exams at National level such as GATE.

- All stakeholders to be well aware of the Vision and Mission of College and different means to realize the same.
- National/ International seminars to be conducted by the departments for gaining better exposure at student and faculty level.

Chairman appreciated all for their constructive engagement in the discussion.

Agenda 3: Formulation of Academic audit committee of all departments

After discussion between HODs, IQAC Coordinator and Chairman, it was resolved to conduct Academic audit one week after the declaration of all results.

Detail as per attached Annexure-II

Agenda 4: Discussion on Stakeholders' feedback format and Mentor policy

Stakeholders' feedback format as per NBA was discussed and finalized by the members. It was also discussed that the Mentor Policy needs to be revised for better aligning with the long term goals of the College.

There being no other point, the meeting ended with vote of thanks to the Chair.

[Signature]
IQAC Coordinator

IES College of Technology, Bhopal



Academic Audit Committee

Date	Department	Committee
4/8/2017	Computer Science & Engg. Department	Ms. Shweta Singh (ECE Deptt.)
5/8/2017	ECE	Dr. Nikhat Raza (CSE Deptt.)
6/8/2017	EX	Mr. Neeraj Agrawal (ME Deptt.)
7/8/2017	ME	
8/8/2017	Civil Engg.	



IES College of Technology











Internal Quality Assurance Cell (IQAC)






Minutes of the Meeting of IQAC held on 9 December 2017 at 3:00 pm

Meeting of IQAC was held on 9 December 2017 at 3:00 pm in the Board Room.

Members Present

Following members were present in the meeting:

S. No.	Name	Designation	Role	Signature
1	Dr. S. Kumar	Principal, IES College of Technology Bhopal	Chairman	
2	Dr. Sunita Singh	Secretary, Infotech Education Society	Member	
3	Dr. Meera Bansal Principal	IES College of Education (Local Society Representative)	Member	
4	Ms. Monika Singh	Society Representative	Member	
5	Mr. Surendra Raghuvanshi	Administrative Officer	Member	
6	Mr. Sonu Lal	ECE, IES College of Technology Bhopal	IQAC Coordinator	
7	Dr. Bhupinder Singh	CSE, IES College of Technology Bhopal	Member	
8	MS. Jyoti Bansal	EX, IES College of Technology Bhopal	Member	
9	Mr. R C Maheshwari	CE, IES College of Technology Bhopal	Member	
10	Mr. Neeraj Agrawal	ME, IES College of	Member	

		Technology Bhopal		
11	Dr. Rashmi Shrivastava	First Year In charge, IES College of Technology Bhopal	Member	
12	Mr. Shantanu Boss (CEO, ARG Technocrates Bhopal)	Alumni Representative	Member	
13	Ms. Utkarsha Mudgal (CSE)	Student	Member	
14	Mr. Mahesh Shukla (General Manager- BSNL Bhopal)	Industrial Representative	Member	
15	Mr. Santosh Chourasia F/O Diksha Chourasia (CSE)	Parents Representative	Member	

IQAC Chairman extended a warm welcome to all the members present. Following points were discussed in the meeting:

Agenda 1: Discussion on CO-PO attainment

A detailed discussion was held on CO-PO table and attainment. Members requested the Coordinator to explain all steps involved in the attainment calculations. IQAC Chairman encouraged all members to study the entire process of quantifying the outcomes from useful resources of NBA, NPTEL and AICTE, IITs and NITs. He further added that faculty members would certainly be benefitted from such learning material.

Agenda 2: Discussion on the identification of weak and bright students

All departments provided their inputs regarding the weak and bright students. It was discussed that such students would be identified through:

- Class assessment, quiz or test
- Continuous evaluation

Chairman desired that process of identifying weak students must be undertaken properly and support should be extended to needy students. He also emphasized that record should maintained by concerned faculty members adequately.

Agenda 3: Discussion on mentor policies

Mentor reports were presented by all departments. Chairman shared that strong mentor policies play a significant role in establishing better connect between students and desired that IES College of Technology must frame policies which are aligned with our vision and mission.

There being no other point of discussion, the meeting ended with vote of thanks to the Chair.


IQAC Coordinator

IES College of Technology, Bhopal



IES College of Technology


Internal Quality Assurance Cell (IQAC)






Minutes of the Meeting of IQAC held on 10 February 2018 at 3:00 pm

Meeting of IQAC was held on 10 February 2018 at 3:00 pm in the Board Room.

Members Present

Following members were present in the meeting:

S. No.	Name	Designation	Role	Signature
1	Dr. S. Kumar	Principal, IES College of Technology Bhopal	Chairman	
2	Dr. Sunita Singh	Secretary, Infotech Education Society	Member	
3	Dr. Meera Bansal Principal	IES College of Education (Local Society Representative)	Member	
4	Ms. Monika Singh	Society Representative	Member	
5	Mr. Surendra Raghuwanshi	Administrative Officer	Member	
6	Mr. Sonu Lal	ECE, IES College of Technology Bhopal	IQAC Coordinator	
7	Dr. Bhupinder Singh	CSE, IES College of Technology Bhopal	Member	
8	Ms. Jyoti Bansal	EX, IES College of Technology Bhopal	Member	
9	Mr. R C Maheshwari	CE, IES College of Technology Bhopal	Member	
10	Mr. Neeraj Agrawal	ME, IES College of Technology Bhopal	Member	

11	Dr. Rashmi Shrivastava	First Year In charge, IES College of Technology Bhopal	Member	
12	Mr. Shantanu Boss (CEO, ARG Technocrats Bhopal)	Alumni Representative	Member	
13	Ms. Utkarsha Mudgal (CSE)	Student Representative	Member	
14	Mr. Mahesh Shukla (General Manager- BSNL Bhopal)	Industry Representative	Member	
15	Mr. Santosh Chourasia F/O Diksha Chourasia (CSE)	Parents Representative	Member	

IQAC Chairman welcomed all the members present and requested IQAC Coordinator to take up agenda points of the meeting:

Agenda 1: Discussion on Academic audit schedule

It was discussed and resolved to conduct academic audit between March 1 – 7, 2018 and Academic audit committee was formulated for the same.

Detail as per attached Annexure-I.

Agenda 2: Discussion on criterion-wise Self-Assessment Report of NBA

It was discussed that criterion-wise SAR would be prepared by concerned Departments and the same to be presented in the next meetings of IQAC.

Agenda 3: Discussion on existing mentoring system and the mentors' feedback

After a brief review of the current mentoring system, HODs discussed students' weakness based upon the Mentors' feedback of first, second, third and final year students.

Agenda 4: Discussion on feedback system of departments

HODs shared the departmental feedback system with all members and also informed about the benefits gained in implementing this system. Chairman desired to further strengthen the feedback mechanism and also discussed its role in quality enhancement at all levels.

Academic Audit Committee

Date	Department	Committee
1/3/2018	Computer Science & Engg. Department	Mr. R.C. Maheshwari, Civil Department, Mr. Anshul Sarangi, CSE Department
3/8/2018	EX	Mr. Neeraj Agrawal, ME Department
5/8/2018	ME	
6/8/2018	CE	
7/8/2018	ECE	



Agenda 5: Discussion on Course beyond syllabus


HODs shared the activities taken up at department level for the course coverage beyond syllabus. IQAC Chairman desired that all faculty members should explore the useful content beyond syllabus which could be helpful for the students in placement and other competitive exams.

Agenda 6: Review and finalization of Departmental budget for next Financial year

Budgets proposed by respective HODs were reviewed and finalized. It was resolved to place the same before Finance Committee.

Detail as per attached Annexure-II

Meeting ended with vote of thanks to the Chair.


IQAC Coordinator
IES College of Technology, Bhopal



IES College of Technology




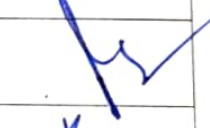

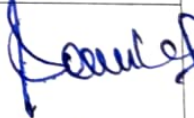




Internal Quality Assurance Cell (IQAC)






Minutes of the Meeting of IQAC held on 15 May 2018 at 3:00 pm

Meeting of IQAC was held on 15 May 2018 at 3:00 pm in the Board Room.

Members Present

Following members were present in the meeting:

S. No.	Name	Designation	Role	Signature
1	Dr. S. Kumar	Principal, IES College of Technology Bhopal	Chairman	
2	Dr. Sunita Singh	Secretary, Infotech Education Society	Member	
3	Dr. Meera Bansal Principal	IES College of Education (Local Society Representative)	Member	
4	Ms. Monika Singh	Society Representative	Member	
5	Mr. Surendra Raghuvanshi	Administrative Officer	Member	
6	Mr. Sonu Lal	ECE , IES College of Technology Bhopal	IQAC Coordinator	
7	Dr. Bhupinder Singh	CSE , IES College of Technology Bhopal	Member	
8	Ms. Jyoti Bansal	EX , IES College of Technology Bhopal	Member	
9	Mr. R C Maheshwari	CE, IES College of Technology Bhopal	Member	
10	Mr. Neeraj Agrawal	ME, IES College of Technology Bhopal	Member	

11	Dr. Rashmi Shrivastava	First Year In charge, IES College of Technology Bhopal	Member	
12	Mr. Shantanu Boss (CEO, ARG Technocrats Bhopal)	Alumni Representative	Member	
13	Ms. Utkarsha Mudgal (CSE)	Student	Member	
14	Mr. Mahesh Shukla (General Manager- BSNL Bhopal)	Industrial Representative	Member	
15	Mr. Santosh Chourasia F/O Diksha Chourasia (CSE)	Parents Representative	Member	

IQAC Chairman welcomed all the members present and urged IQAC Coordinator to discuss various agenda points for the meeting:

Agenda 1: Discussion on Academic Audit report

IQAC Coordinator presented the report of Academic audit for all departments. It was discussed to conduct Academic audit two weeks' after the declaration of results.

Detail as per attached Annexure-1.

Agenda 2: Discussion on conducting seminars/ FDPs/ Workshops

It was discussed that frequency of conducting seminars, FDPs, and Workshops should be increased for providing better exposure to students and also to fulfill curriculum gaps and for CO-PO attainment.

Agenda 3: Discussion on practical difficulty in identifying weak and bright students

HODs shared that identifying weak and bright students merely on the basis of continuous evaluation is difficult. It was proposed to consider class tests and previous results in this activity.

Agenda 4: Presentation on the report of CO-PO mapping of courses as per 2017-18 syllabus pattern

HODs presented the summary report of CO-PO mapping of all courses as per 2017-18 academic year. Discussion was also held on Program Outcomes based on technical skills (from PO1 – PO5). IQAC suggested using proper rubrics for CO attainment based on continuous evaluation. It was decided that all feasible evaluation tools should be used to attain CO-PO targets.