

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Meeting was held on July 9, 2018 at 10:30 AM in the ground floor conference hall (in training & placement office building) of the college.

Following members were present in the meeting:

1. Dr. Vijay Kumar Banga, Chairperson, IQAC
2. Er. Sandeep Kad, Registrar
3. Dr. Upain Kumar Bhatia, HoD, CE
4. Dr. Gaurav Tejpal, Dean Admissions
5. Prof. P.S. Pannu, HoD, ME
6. Dr. Maninder Singh Gill, HoD, Dept. of Management Studies
7. Dr. Narinder Sharma, HoD, EE
8. Ms. Binod Kaur, HoD, Dept of Applied Sciences
9. Er. Vinod Sharma, HoD, DCA
10. Er. Sandeep Kaushal, HoD, EEE
11. Er. Amarpreet Singh, HoD, CSE/IT
12. Er. Ajay Sharma, Assoc. Prof., CSE
13. Sh. Manoj Sharma, OSD to Chairman
14. Col. Gurmukh Singh, GOG, Amritsar, Punjab
15. Ankesh Kumar, CSE
16. Er. Vickramjit Singh
17. Er. P.S. Sidhu, Dean Academics

The meeting started with the welcome note of Dean Academics Prof. P.S. Sidhu. He outlined the aims and objectives of the meeting. He briefed the progress towards the activities conducted under IQAC till date.

Principal, Dr. V. K. Banga addressed the IQAC members and made aware the progress of college. He briefed the achievements of Amritsar College of Engineering & Technology, Amritsar in the year just passed.

The key points discussed were:

- Open elective courses offered to students in the current semester
- Collaboration with industries: Review of status & T&P office to take follow-up
- Functional English & Aptitude courses for improving communication and problem solving ability of students: Review of status & Head, Appl. Sci. to take follow-up
- Feedback of students for the semester just passed taken through College ERP and action taken report
- Conduction of Six Sigma Green belt certification course for ME/ECE students: Review of status and to Head, ME to monitor progress

- Initiatives and achievements of Students Chapters: Automobile club/SAEINDIA BAJA chapter; participation in Smart Hackathon; Review of Status
- Exploring conduction of training programmes for development of Faculty members and Staff
- Mentoring and Counselling activities and its benefits to students
- One faculty one Industry initiative and its outcome in terms of training to-students/Faculty and MoUs
- College ERP coordinator (Secrecy branch) was given target to arrange a special Training Program on institutional portal (ERP) uploading process to departments' ERP coordinators
- HoDs of varoius department to arrage the training program on institutional portal (ERP) uploading process by ERP Coordinators of their own departments to their faculty and staff (immediately after central level training)
- Hods to arrange a workshop on Laboratory skill training for the laboratory Instructors/technicians/staff of their departments by concerned faculty members (of their individual departents teaching that laboratory in the running semester)

Principal also highlighted the new modules added in the ERP system developed to manage the academic activities in the college. He appreciated the work done by the team deputed for the development of college ERP. He accentuated the importance of digitization. He also praised the substantial achievements in sports, co-curricular & extra-curricular activities done by varoius departments in the previous year. He admired the participation of students in Smart Hackathon and other such competitions. He also congratulated Faculty members representing the BOS of respective departments.

Dr. Banga further commended the approach of mapping all Institute Level activities with Vision, Mission & Core Values of the College. He appealed Faculty members to increase the research publications in SCI/SCOPUS/UGC recommended journals. He also appealed to increase the participation of final year students of varoius departments in the seminars/symposiums/National & International conferences.

Dr. Banga stated that getting 'A' certification in NAAC is creditable and it is important to ensure sustainable system development. He suggested that for further improvements college have to address each segment of the society. He ideated Dean T&P and Dean, UGC to take help of Alumni to develop the industry-Institute interface. He suggested taking maximum support of on-roll students and alumni for improving the brand value of the ACET. He articulated the ways to make maximum benefits from students in following ways:

- Alumni should make presentation for campus interview; Team digital marketing should tmely and constantly share these presentations on various social media plateforms

- T&P office must remain constantly in touch with the alumni and ask them to give introduction of the Institute to the industry in which they are working/changing time to time
- Each department should maintainance of Alumni data with their achievements / successes and it should be constantly updated
- T&P office must keep updating alumni about the recent developments/ achievements of college through phone calls/ whatsapp/ email/ other social media platforms
- put success stories of alumni in the e-newsletters/magazines of concerned departments
- T&P office must share success stories of alumni in news papers if possible

All members expressed their satisfaction that college is moving on the right path and suggested to reduce the time lag of communication among various departments. They further suggested having paperless office work and resorting to emails over paper communication.

Prof. Sidhu proposed the vote of thanks.

With permission of the chair, Prof. Sidhu declared the conclusion of meeting. He proposed to organize next meeting of IQAC members in October 2018.



Dr. V.K. Banga
(Principal)