

Minutes of Meeting

Internal Quality Assurance Cell (IQAC)

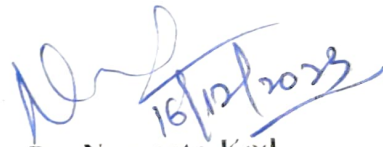
Meeting Date & Time	15 th December, 2023 02:30 - 04:00 pm	Meeting Location	Office of HoD (IEE)
Minutes Drafted Date	16 th December, 2023	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	NAAC - Criteria 2, 3

Attendees	Dr. Namarta Kad, Prof. Incharge (IQAC) Dr. P. S. Pannu, Registrar Dr. Upain Bhatia, Dean Academic Affairs Mr. H.S. Sarkaria, Controller of Examinations Dr. Dipti Malhotra, Dean CCIE Dr. Narinder Sharma, Dean Research & Development Mr. Amit Singh, Dean Student Affair Mr. Rakesh Jaitly, Dean Training & Placement Mr. Anil Wadhwa, Accounts Deptt. Mr. Atul Mahajan, Entrepreneurship Development Cell Ms. Shruti Prashar, NSS/NCC Incharge Mr. Amandeep Sajjan, IAC Cell
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-2 data for the Academic year 2022-23	Compilation of data for Criteria -2	IAC Cell
2	Compilation of NAAC Criteria-3 data for the Academic year 2022-23	Compilation of data for Criteria -3	IAC Cell
3	Student Enrollment and Profile	<ul style="list-style-type: none"> Number of students admitted in 2022 (as per excel format) Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) (as per excel format) 	Registrar office
4	Catering to Student Diversity	<ul style="list-style-type: none"> Provide data for students' learning levels and special programmes organised for both slow and advanced learners in academic year 2022-23 Student - Teacher (full-time) ratio (as per excel format) 	DAA office Registrar office
5	Teaching-Learning Process	<ul style="list-style-type: none"> Student-centric methods such as experiential learning, participative learning and problem-solving methodologies Provide data from all academic deptts. Ratio of students to mentor for all deptts. Academic Calendar and Teaching Plans for all deptts. 	DAA office

6	Teacher Profile and Quality	Number of full-time teachers against sanctioned posts and teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc /DI.itt with their total teaching experience in separate excel files	Registrar office
7	Evaluation Process and Reforms	<ul style="list-style-type: none"> Number of days from the date of last semester-end/ year- end examination till the declaration of results (as per excel format) Data for number of students' complaints/grievances against evaluation 	Examination branch
8	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> Attainment of Programme Outcomes and Course Outcomes from all academic deptts. Pass Percentage of students (as per excel format) 	DAA office Examination branch
9	Promotion of Research and Facilities	<ul style="list-style-type: none"> Minutes of meetings conducted in R&D and policy for research Seed money provided to teachers for research (as per excel format and related proof documents) 	R&D Cell
10	Resource Mobilization for Research	<ul style="list-style-type: none"> Grants received from Government and Non-Governmental agencies for research (as per excel format and related proof documents) List of teachers recognised as research guides (as per excel format and related proof documents) 	R&D Cell
11	Innovation Ecosystem	<ul style="list-style-type: none"> List of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development (as per excel format and related proof documents) 	R&D Cell ED Cell
12	Research Publications and Awards	<ul style="list-style-type: none"> List of research papers per teacher in CARE Journals notified on UGC website, books and chapters (as per excel format and related proof documents) Total number of Citations in Scopus, h-index of Scopus 	R&D Cell
13	Consultancy	Detail of revenue generated from consultancy and corporate training and detail of total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy	R&D Cell
14	Extension Activities	<ul style="list-style-type: none"> List of Extension activities carried out along with number of awards and recognition received from Government / Government-recognised bodies (as per excel format and related proof documents) 	NSS/NCC Incharge

		<ul style="list-style-type: none"> List of extension and outreach programmes conducted through NSS/NCC/Red Cross/YRC, etc. (as per excel format and related proof documents) 	
15	Collaboration	<ul style="list-style-type: none"> Number of collaborative activities for research/ faculty exchange/student exchange/ internship/ on-the-job training/ project work (as per excel format and related proof documents) Number of functional MoUs (as per excel format and related proof documents) 	T&P Cell R&D Cell


16/12/2023
Dr. Namarta Kad
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)
Registrar
Deans, HODs (Teaching & Non-teaching)
All IQAC Coordinators