



Ref: VEMUIT/IQAC/MoM/AY:2022-23/Sem-I

Date: 30.07.22

MINUTES OF THE MEETING (MoM)

Meeting Name: IQAC Committee	Date of Meeting: 30.7.22	Time: (02 .00 – 3.00) PM
Agenda : As per the Agenda mentioned in the circular dated 23.07.22 from IQAC Coordinator.		Meeting headed by: Principal
		MoM Prepared by: IQAC-Cordinator

- 1. Opening Remarks of Principal & Action Taken Report (ATR) of Academic year 2021-22:**
 - In the opening remarks, Principal has welcomed the new committee members and reviewed the Action Taken Report of the academic year 2021-22.
- 2. Quality Initiatives:**
 - The committee members have discussed and advised to submit the NAAC I/QA & Self Study Report in the month of October 2022 and also apply for NIRF & ARIIA Rankings.
- 3. Curricular Aspects:**
 - The committee has reviewed the action taken report of the previous semester feedback (i.e AY : 2021-22 & Sem II) and advised to the cutoff percentage from 60 % to 65% (i.e 3 to 3.25 on 0 to 5 Scale) to Improve the quality of teaching process.
 - The committee have discussed about Choice Based Credit Courses (Professional & Open Elective) for AY 2022-23 Sem I and have taken decision to go for MOOC online Course for third year students.
 - The committee has reviewed the consolidated feedback letter sent to Affiliating University on R20 curriculum and appreciated the efforts of HODs, Dean Academics and IQAC Coordinator.
 - All HODs are informed to prepare the academic calendars for AY: 2022-23 & Sem –I in line with the university Academic Calendar by including various events for students & Staff and IQAC Coordinator to prepare the at College level academic calendar.
- 4. Teaching – Learning & Evaluation:**
 - Administrative Officer is requested to initiate the Faculty Recruitment process as per the requirement submitted by HODs for AY 2022-23 based on additional intake.
 - The committee has reviewed the action taken on AY 21-22 & Sem I results and advised to Segregate the subjects under three categories (i.e Easy, Moderate and Difficult) to set the targets for result analysis in the AY: 22-23 & Sem I.
 - All HODs informed to Articulate Course Outcomes for New courses in R19 & R20 Regulations and get approval in the Program Assessment Committee (PAC) and informed to review the CO & PO Attainment for previous semester
 - The committee has reviewed the plan of action of Industrial Training/Internships & Project work for IV year Students, Commuality Service Projects/ Internships for III year students and Socially Relevant Projects done in the AY: 2021-22.
 - All HODs informed to monitor Discipline, Anti ragging & Mentoring to ensure the academic and behavioral discipline among the students. For this, the HODs are asked to make frequent rounds



while the classes are in progress to ensure both the faculty and the students are adhering to the plans and schedules.

- The committee reviewed the Students Satisfaction Survey for AY 2021-22, discussed about the feedback expressed by the students. They decided to improve in the areas where the feedback is less.

5. **Research, Innovation & Extension:** To improve the Research Innovation Activities , the committee has advised HODs to do following activities effectively

- Submission of Research Proposals to funding agencies wherever they are announced, Encourage the faculties & Students for Filing of Patent & Quality Paper publications.
- Committee advised to Effectively utilize MOUs with industries & academia & arrange more activities
- NSS Officer is instructed to plan at least two outreach programs during the semester.
- Dean R&D Advised to plan for National Conference (CRATE 2022) and initiate more no. of Innovation & Entrepreneur Activities.
- NSS Officer instructed to plan at least two outreach programs during the semester.

6. **Infrastructure & Learning Resources:**

- The committee advised to submit the Infrastructure & Library facility for additional intakes and also to Maintain Campus – Clean & Green and Wi-Fi with fidelity & Speed.

7. **Student Support & Progression:**

- Training & Placement Officer informed to plan internal & external training activities for II & III Year students & Placements Drives for Final Year Students.
- All HODs are informed to instruct first & second year students to get Professional Society Memberships and Plan activities under above same.
- All HODs are informed to Preparation of News Letter for every six months & Technical Magazines for every six months at department level and IQAC to prepare News Letter at college level for every six months and same to be uploaded in the college website.
- All HODs are requested to plan more Alumni talks & Career Guidance Programs.

8. **Governance, Leadership and Management:**

- NAAC/IQAC Coordinator informed to to prepare all necessary documents by conducting meeting with criterion in-charges for Submission of AQAR 2021-22.
- The committee has reviewed the Budget Utilization for Financial Year 21-22 & Budget Proposals for Financial year 22-23.
- HODs are informed to plan and organize Faculty Development Programmes & Skill Up Gradation Programs for teaching and Non teaching Staff respectively.
- IQAC Coordinator informed to plan to conduct internal and external Academic Audit effectively and reviewed the different formats and process.
- The committee advised to form Committees for AY: 22-23 & Reviewed the various committees' activities.

Naibull
11/8/22
CHAIRMAN
IQAC