MINUTES OF IQAC MEETING HELD AT 11 AM ON 30th DECEMBER 2020 AT I-CUBE LAB, TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY, UDAIPUR

Participants (Present):

Mr. RS Vyas	Dr.Yasmin Ali
Dr.Pankaj Porwal	Mr.Lokesh Malviya
Dr. Prasun Chakrabarti	Mr.Gaurav Kumawat
Dr. Jitendra Shreemali	Dr.Nitin Kothari
Mr.Aaditya Maheshwari	Mr.Jitendra Choubisa

Participants (Not Present):

Mr. Neeraj Pandya	Mr.KL Sharma
Mr. Rajkumar Soni	Mr.Jayant Pancholi

AGENDA

1. Review of course completion in all departments. All departments to identify students needing added help so extra classes can be organized for them;
2. Review of content development on Techno LMS;
3. Report on successful completion of ISO 9000 Certification & using it for quality improvement;
4. Review of feedback from: (a) Students; (b) Parents; (c) Alumni; & (d) Employers;
5. Discuss NBA Accreditation for CSE Department at Techno India NJR;
6. Plan for internal process audit at Techno to assess preparedness for NAAC Assessment;
7. Faculty & student training needs at all departments;
8. Faculty feedback on various tools used for online classes;
9. Requirement of studio / recording room for recording classes;
10. Research project / Innovation Project submission this semester and future plan;
11. Any other item with permission from IQAC Chairman, Dr.Pankaj Porwal.

Summary of Discussions/Decisions:

1. Leave of absence was granted to the members absent.
2. All departments provided an update on their course completion during the ongoing odd semester. On account of difficulty reported by students during online classes, being held on account of Covid-19, in understanding Mathematics problems the course completion is lagging. Extra classes will be allotted to Mathematics so student understanding and course completion do not suffer. All departments coordinators to ensure that adequate time is provided for course revision after completion and slow learners identified for additional counseling/help.
3. LMS: LMS Content development is in progress.

पंकज पोरवाल

a. The following were recommended by IQAC for consideration by faculty for content development:
   i. Reference books - Link if available/ Title
   ii. Self recorded videos of 10 hours for each subject. 20 videos of 30 minutes each.
   iii. Suggested Certificate courses on the subject- NPTEL, AICTE, Swayam , EdX, Coursera and others.
   iv. Suggested and edited YouTube and other videos.
   v. Best Notes of a students. / Faculty Notes.
   vi. RTU papers of earlier years.
   vii. Quiz/MCQ questions.
b. First year students are yet to be brought on the LMS portal. First year coordinators to send the list to Aaditya Maheshwari for doing so. Dr.YA to ensure the same.
c. To improve the LMS and enhance its usability, shuffle feature to be incorporated at individual chapter level along with feature for pdf attachment.

4. IQAC briefed about ISO 9000 certification being completed successfully.
5. Feedback received from (a) Students; (b) Parents; (c) Alumni; and (d) Employers reviewed and the following action items were agreed upon for immediate focus:
   a. Greater focus to be placed on mentoring students to help them address their weaknesses & build on their strengths;
   b. College will consider adding additional sports/games facilities for students asap and minimize use of college bus facilities by non-bus-card holders;
   c. College will provide added training for students considering higher studies. Also, closer interaction with Alumni will be ensured so as to get their inputs for improvement more regularly; and
   d. Identify trainings to build leadership and managerial strengths among students;
6. Work on NBA accreditation has started. Details of data required will be communicated to departments since NAAC accreditation process is already underway.
7. Review meetings for NAAC to assess on NAAC assessment preparedness and schedule an internal audit before SSR is filed.
8. As 'Coursera for Campus' is now closed, all departments asked to explore other avenues of skill development and also ensure that every department has, at least, one faculty proficient in use of ICT/programming language(s).
9. All departments reported reduced student participation during online classes. Students will be informed that they can come to college for doubts/clarifications since notices for reopening of schools are now out. Social distancing & safety norms will be ensured for students coming to college;
10. Studio & recording room is ready. Schedule for each department to be prepared starting with Mechanical department;
11. Explore the opportunity provided by [Google Cloud Researcher Application] at https://docs.google.com/forms/d/e/1FAIpQLSe-XSSgqHOaYuPYXAzy6cbEvDd11fbYh4llZecP35IYeNWBxQ/viewform for putting up a research application.