TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to Rajasthan Technical University

www. technonjr.org

NJR Knowledge Campus, Plot-SPL-T, Bhamashah (RIICO) Industrial Area, Kaladwas, Udaipur - 313003 (Raj.)
Tel. : +91 2942650214-17 Fax :+91 2942650218, Email : technonjr@gmail.com, director@technonjr.org

MINUTES OF IQAC MEETING HELD AT 11 AM ON 30th December 2022

Participants:

S No	Name	Designation	Signature
1	Dr. Rimpy Bishnoi	Chairman, IQAC	
2	Mr Yogendra Singh Solanki	Coordinator, IQAC	
3	Mr R S Vyas	Founder Trustee, NJRCF	
4	Dr Rekha Lahoti	Member	
5	Dr Nidhi Jain	Member	
6	Dr Vivek Jain	Member	
7	Dr Prakash Behrani	Member	
8	Mr Aditya Maheshwari	Member	
9	Mr Akhilesh Arya	Member	
10	Mr Abhishek Sharma	Member	
11	Mr Rajkumar Soni	Member	
12	Mr Rakesh Yadav	Member	
13	Mr K K Sharma	Employer	
14	Mr Jayant Pancholi	Alumnus	

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 LMS portal (https://njrlms.technonjr.org/).
3. Review of feedback from: (a) Students; (b) Parents; (c) Alumni; & (d) Employers
4. Discuss NBA Accreditation for CSE Department at Techno India NJR
5. Plan for internal process audit at Techno India NJR Institute of Technology to assess preparedness for NAAC Assessment AQAR
6. Faculty & student training needs at all departments
7. Faculty feedback on various tools used for online classes
8. Requirement of studio / recording room for recording classes
9. Research project / Innovation Project submission this semester and future academic plan
10. Review of ATR, feedbacks, course completion.
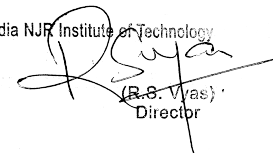11. Any other item with permission from IQAC Chairman, Dr. Rimpy Bishnoi.

For Techno India NJR Institute of Technology

(R.S. Vyas)
Director

Summary of Discussions/Decisions:

1. Leave of absence was granted to the members absent.

2. Details of the monitoring committee composition and minutes of meeting of the committee, number of programs organized, reports on the various programs etc., in support of the claims.

3. All departments provided an update on their course completion during the ongoing odd semester. 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.

4. LMS: LMS Content development is in progress (https://njrlms.technonjr.org/).

   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/slides for each subject.

      iii. Suggested Certificate courses on the subject- NPTEL, Swayam, EdX, Coursera and others.

      iv. Suggested and edited YouTube and other videos.

      v. Best Notes of a student/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. Rekha 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.

5. NCC trainings to be held for NCC (B/C) certification of students.

6. Feedback received from (a) Students; (b) Parents; (c) Alumni; and (d) Employers reviewed and the following action items were agreed upon for immediate focus:
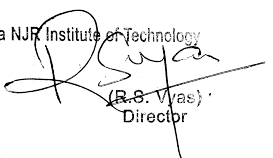
a. Greater focus to be placed on mentoring students to help them address their weaknesses & build on their strengths;

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;

7. Work on NBA accreditation has been restarted. Details of data required will be communicated to departments since NAAC accreditation process is already underway.

8. Review meetings for NAAC to assess on NAAC assessment preparedness and schedule an internal audit before AQAR 2021/2022 is filed.

9. 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).

10. Studio recording room is ready. Schedule for each department to be prepared starting with mechanical department.

The meeting concluded with Vote of Thanks.

For Techno India NJR Institute of Technology

(R.S. Vyas)
Director

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MINUTES OF IQAC MEETING HELD AT 11 AM ON 24th January 2023

Participants:

S No	Name	Designation	Signature
1	Dr. Rimpy Bishnoi	Chairman, IQAC	
2	Mr Yogendra Singh Solanki	Coordinator, IQAC	
3	Mr R S Vyas	Founder Trustee, NJRCF	
4	Dr Rekha Lahoti	Member	
5	Dr Nidhi Jain	Member	
6	Dr Vivek Jain	Member	
7	Dr Prakash Behrani	Member	
8	Mr Aditya Maheshwari	Member	
9	Mr Akhilesh Arya	Member	
10	Mr Abhishek Sharma	Member	
11	Mr Rajkumar Soni	Member	
12	Mr Rakesh Yadav	Member	
13	Mr K K Sharma	Employer	
14	Mr Jayant Pancholi	Alumnus	

AGENDA

A detailed discussion took place on the AQAR report of NAAC based on the following criteria activities held in 2022-23

- Curricular Aspects
- Discussion on Increase in Intake of Departments
- Teaching-learning and evaluation
- Research, innovations and extension
- Infrastructure and learning resources
- Student support and progression
- Governance, leadership and management
- Institutional values and best practices
- Faculty requirement should be calculated based on sanctioned intake.

The Action Taken Report of the IQAC meetings in 2022-23 was placed and discussed (Annex).

For Techno India NJR Institute of Technology

(R.S. Vyas)
Director

The meeting concluded with Vote of thanks.

Annex

ACTION TAKEN REPORT BASED ON THE FIRST TWO IQAC MEETINGS IN 2022-23

Sr. No.	Agenda in the IQAC meeting	Action Taken
1	Discuss NBA Accreditation for CSE Department at Techno India NJR	The NBA accreditation work for CSE branch is in progress and the institute has resubmitted the application for NBA accreditation for the CSE programme
2	Plan for internal process audit at Techno to assess preparedness for IQAR report	Internal audit and CO-PO-PSO monitoring had been strengthened and attainment procedure is being carried out.
3	LMS content to be developed	The following work has been done – • Reference books - Link if available/ Title • Self-recorded videos of 10 hours for each subject. 20 videos of 30 minutes each. • Suggested Certificate courses on the subject- NPTEL, AICTE, Swayam, EdX, Coursera and others. • Suggested and edited YouTube and other videos. • Best Notes of a student / Faculty Notes. • RTU papers of earlier years. • Quiz/MCQ questions

For Techno India NJR Institute of Technology

(R.S. Vyas)
Director

4	Discussion on Increase in Intake of Departments	• It is suggested that we increase our intake of fresh emerging fields such as Mechatronics. The labs in these departments are operational. According to recent trends in student choices, the intake for these branches could be 30.
5	NAAC progress to be monitored	The NAAC AQAR report 2021-22 submitted successfully.
6	Laboratory work to be given priority	The institute not only conducts labs meticulously but also arrange additional beyond the syllabus trainings/certifications in advanced technologies and map the content to existing RTU lab syllabi
7	Feedback & Improvement	Feedback will be collect from all the stakeholder and will present the analysis before the IQAC in next meeting. Feedback analysis and Action Taken Report (ATR) has been collected.
8	Student Support and Community Outreach Program	A detailed action plan will be developed to achieve the set objectives. This plan may include activities such as faculty development, student support services, research initiatives, and community outreach programs.
9	NCC activity	Associate NCC Officer Mr. Abhishek Sharma will carry out activities related to this.
10	FDP for faculty	Frequent FDP activities are required to be carried out.
11	Training for students	Students trainings based on emerging technologies required to be carried out from time to time.
12	The faculty requirement	It should be calculated based on the sanctioned intake to maintain a faculty-student ratio of 20. The governing council has sanctioned the recruitment of faculty members up to a total number of 71.