



MINUTES OF IQAC MEETING HELD AT 11AM ON 8th August, 2024

Participants:

S.No.	Name	Designation	Signature
1.	Dr. Giriraj Nyati	Chairman, IQAC	
2.	Dr. Rimpay Bishnoi	Coordinator, IQAC	
3.	Mr. R S Vyas	Founder Trustee, NJRCF	
4.	Mr. Lalit Kumar Yagnik	Industry Mentor	
5.	Mr. K K Sharma	Employer	
6.	Dr. Rekha Lahoti	Member	
7.	Dr. Nidhi Jain	Member	
8.	Dr. Vivek Jain	Member	
9.	Mr. Aaditya Maheshwari	Member	
10.	Mr. Yogendra Singh Solanki	Member	
11.	Mr. Akhilesh Arya	Member	
12.	Mr. Abhishek Sharma	Member	
13.	Mr. Rajkumar Soni	Member	
14.	Mr. Rakesh Yadav	Member	
15.	Mr. Som Nath	Alumnus	
16.	Mr. Jayant Pancholi	Alumnus	
17.	Mr. Rohit Agarwal	3 rd CSE Student	

AGENDA

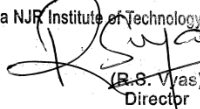
- 1) Slow Learning Students, Mentor-Mentee Records Analysis
- 2) Faculty & Student Feedbacks on ICT facilities
- 3) Implementation of ERP Portal for academic & administrative activities
- 4) Library Books and Journal Subscription with MOOC Courses
- 5) Attainment of all the departments
- 6) Progress and future plan of NSDC centre/Course
- 7) Improvement in Technical/Non-Technical Activities

- 8) Review of AQAR of 2022-23
- 9) Infrastructure Improvement

The Action Taken Report of the IQAC meetings in 2023-24 was placed and discussed (Annex).

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 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 enrolled for the LMS portal. First Year coordinators will share the list and data for enrollment.
 - c. Customize the LMS function and quizzes on the LMS and include calendar features for the upcoming activities.
5. Prepare NCC Cadets for NCC B and NCC C Level Certifications.

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Director

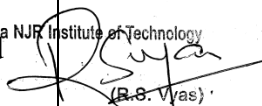
6. Feedback received from Students, Parents, Alumni and Employers reviewed and the following action items were agreed upon for immediate focus:
- a. Hand holding students during their engineering journey to make them better learner for making them industry ready.
 - b. College will consider adding additional sports/games facilities for students
 - c. College will arrange value added training for students who are preparing for higher studies.
 - d. Identify trainings to build leadership and managerial strengths among students
7. Review meetings for NAAC to assess on NAAC assessment preparedness and schedule an internal audit before AQAR 2023/2024 is filed.
8. Studio recording room is ready. Schedule for each department to be prepared starting with mechanical department.

The meeting concluded with Vote of Thanks.

Annex


ACTION TAKEN REPORT BASED ON THE FIRST TWO IQAC MEETINGS
IN 2023-24

<u>No.</u>	<u>Agenda in the IQAC meeting</u>	<u>Action Taken Points</u>
1	NBA Accreditation – Expert Team Visit	<ul style="list-style-type: none"> • Verified the NBA preparation with various criteria master for the NBA team visit • All documents printed out and stacked in the IQAC room as per the requirement.
2	CO-PO-PSO Monitoring Process, Training, Analysis, Feedback	<ul style="list-style-type: none"> • Regular verification process been checked with all the relevant faculties members for relevant subject
3	LMS Content Quality Assurance – Update Course Content	<ul style="list-style-type: none"> • Customization done as per requirements raised by the department’s coordinator to add new features like quizzes and calendar.

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4	Student Intakes & New Course	<ul style="list-style-type: none"> • Applied to the AICTE application and RTU for the same. • AI & DS and BCA , both new course started with 30 and 30 students seats.
5	Faculty Requirement as per Student Intake Ratio	<ul style="list-style-type: none"> • Governing Council has sanctioned 74 faculty post for the institute in academic year.
6	Stakeholder Feedback Collection, Analysis, Report, ATR	<ul style="list-style-type: none"> • All feedback collected and instructed relevant team/committee to create analyze report on it.
7	FDP and STT for Faculty & Students	<ul style="list-style-type: none"> • No of FDPs and No of SDPs has been attended by faculty and students.
8	Co-curricular & Extra-curricular activities – Report	<ul style="list-style-type: none"> • NCC, Toastmasters, Cultural events and Sports events has been organized during the academic year.s

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