



# **INDERPRASTHA ENGINEERING COLLEGE**

63 Site IV, Sahibabad Industrial Area,  
Surya Nagar Flyover Road Sahibabad, Ghaziabad – UP

Ref. No. IPEC/IQAC /F.No. 02/.....

3<sup>rd</sup> July, 2018

## Minutes of IQAC Meeting held on 02.07.2018

The first meeting of IQAC for academic session 2018-19 was held on July 02, 2018. The meeting was chaired by Dr. B.C. Sharma (Chairman IQAC).

### **The following members attended the meeting:-**

- |  |                      |
|--|----------------------|
| 1. Dr. B.C. Sharma, Director                   | : Chairman – IQAC    |
| 2. Prof. V.K. Singh, Dean Academic             | : Coordinator – IQAC |
| 3. Ms. Monika Bansal, Registrar                | : Member             |
| 4. Dr. Rekha Kashyap, HOD – CSE                | : Member             |
| 5. Dr. Seema, HOD – CE                         | : Member             |
| 6. Dr. V.K. Gupta, HOD – ECE                   | : Member             |
| 7. Dr. Ramendra Singh, Associate Professor ECE | : Member             |
| 8. Ms. Tavashi Pandey, CSE – IV Year           | : Member             |

### **Agenda of the meeting:**

1. Confirmation and approval of previous minutes of meeting of IQAC.
2. Process of NAAC Accreditation.
3. Filing of IIQA.
4. To nominate departmental IQAC Coordinator.
5. Starting Yoga classes to promote capability enhancement and development schemes.
6. Introducing more NPTEL Online Courses of 8 and 12 week durations
7. Internal & External Audit as per ISO 9001:2015 standards
8. To start Remedial Classes for Slow Learners

The meeting commenced with the opening remark of the Chairman about Internal Quality Assurance Cell and its functions. He welcomed the members of Committee in the meeting and briefed about the proposed agenda of the meeting.

### **Agenda 1: Confirmation and approval of previous minutes of meeting of IQAC**

1. The previous IQAC meeting was conducted on 18.05.2018. The minutes of the meeting were readout and approved by the IQAC members.

### **Agenda 2: Process of NAAC Accreditation**

1. IQAC Coordinator, Prof. V.K. Singh presented the NAAC accreditation process through power point presentation. Following key points in NAAC Accreditation process were informed by him:-
  - a) To register on NAAC website in order to obtain user id and password for NAAC online portal.

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- b) He also briefed all present in the meeting about the various criteria put forth by NAAC i.e. the seven Criteria on which assessment of HEIs are done. These are:-
1. Curricular Aspects,
  2. Teaching-Learning and Evaluation
  3. Research, Innovations and Extension
  4. Infrastructure and Learning Resources
  5. Student Support and Progression
  6. Governance, Leadership and Management
  7. Institutional Values and Best Practices
- c) He further stated that the assessment process comprises of three main components, viz., Self Study Report (SSR), Student Satisfaction Survey and the Peer Team Report. The SSR has a total of 121 Metrics for Affiliated/Constituent Colleges covering the seven Criteria. The SSR has two kinds of Metrics: one, for quantifiable facts and figures named as QnM and another for descriptive responses named as QIM.
- d) Moreover he briefed about that process which focused on the expectations from the HEIs. HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online any time during the year. After the acceptance of IIQA, the institution will be asked to fill the SSR with the required document to be uploaded in the portal of NAAC website within 45 days. The SSR comprises both Qualitative and Quantitative metrics. The Quantitative Metrics (QnM) add up to about 70% and the remaining about 30% are Qualitative Metrics (QIM). The Quantitative Metrics (QnM) of SSR will be sent for Data Validation and Verification (DVV) Process. After DVV process, a DVV Deviation report will be generated. On the basis of the Deviation report, the A&A process will proceed further. After the DVV process, NAAC will intimate the HEI, within 10 days stating that they have successfully cleared the Pre-qualifier. This indicates that the institution has entered the next round of assessment to be done by the Peer Team during their on-site visit. The focus of Peer Team visit will be on the 30% Qualitative Metrics (QIM). Student Satisfaction Survey (SSS), will be conducted simultaneously with DVV process. Institutions will have to submit the entire database of students with e-mail/mobile numbers, at the time of filling of online SSR itself.
- e) He also stated that the institutions need to add a link in home page of their institutional website for NAAC records/files viz., SSR, Peer Team Report, AQAR, Certificate of NAAC and Accreditation documents etc., for easy access by its stakeholders. The said link should be clearly visible/ highlighted.
- f) Further he explained that the generation of the final grades. Regarding this he focused upon the process by stating that the Institutional Grade Sheet Contains the Institutional Grade Sheet which is based on qualitative indicators, quantitative indicators and student satisfaction survey. The CGPA will be calculated based on the scores obtained from the three sources, viz., The System Generated Scores (SGS) of the quantitative metrics which comprise about 70% of the total, the scores from the qualitative metrics includes critical appraisal by the Peer Team through on site visit and the scores obtained on the Student Satisfaction Survey. These will be collated

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through an automated procedure based on 'benchmarks' and assessed on a five point scale, viz., (0, 1, 2, 3 & 4).

## **Agenda 3: Filing of IIQA**

1. Dr. B.C. Sharma asked Prof. V.K. Singh to share the information as how much time is required for preparation and submission of IIQA.
2. In turn, Prof. V.K. Singh said that the set target to file IIQA is November 2018.

## **Agenda 4: To nominate departmental IQAC Coordinator**

1. It was demanded by Prof. V.K. Singh that each department shall nominate one/two faculty member who shall coordinate with IQAC members and who will be a single point of contact for the IQAC members.
2. Prof. V.K. Singh proposed Dr. Ramendra Singh (Member IQAC) and Mr. Shankar Gaur (PA to NAAC Coordinator) to fill the data online on NAAC portal.
3. Chairman and all IQAC members consented on the same.

## **Agenda 5: Starting of Yoga classes to promote capability enhancement and development schemes**

1. IQAC Member, Dr. Ramendra Singh highlighted the importance of Yoga & Meditation for mental and physical fitness. He added, NAAC SSR Metric No. 5.1.3 "Number of capability enhancement and development schemes" also recognize Yoga and meditation as one of the element of this metric.
2. It was decided to start Yoga Classes for students, faculty and staff members on daily basis through the full time sports officer already available in the campus.

## **Agenda 6: Introducing more NPTEL Online Courses of 8 and 12 week duration**

It was decided that more NPTEL courses of 8 week and 12 week duration to be included in the present curriculum as it is free of cost and provide certification from IIT's.

## **Agenda 7: Internal & External Audit as per ISO 9001:2015 standards**

It was decided to schedule Internal Audit of IPEC as per ISO 9001:2015 of all departments individually prior to External Audit. HODs were instructed to monitor the QMS Documents i.e. Quality objectives, Risk assessment, Opportunity and Procedure.

## **Agenda 8: To organize Blood Donation Camp**

It was discussed to organize Blood Donation Camp to enhance the extension activities. The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts.

## **Agenda 9: To start Remedial Classes for Slow Learners**

It was decided to start Remedial Classes for slow learners after First Sessional Examination so that these students can get ample opportunity to score good marks in end semester examination.

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The meeting concluded with a vote of thanks proposed by Prof. V.K. Singh, Coordinator IQAC.

Minutes of Meeting prepared by:

*MBansal*

(Monika Bansal)

Registrar/Member-IQAC



Copy to :

1. Chairman – IQAC (for kind information and approval of minutes)
2. All IQAC Members
3. All HODs (to take necessary action accordingly)
4. Office File