

Minutes of Meeting

Date:	20/12/2017
Time:	11:00AM
Location:	Faculty Meeting Room

Members Present		Members Absent	
i.	Dr S Bhattacharya- Director	i.	Prof H Rajpal
ii.	Dr S Senthil Kumar- Coordinator	Guest Present	
iii.	Prof S Banerjee	i.	Prof. Anil Kumar
iv.	Prof R Kamble	ii.	Prof. Vinit Singh Chauhan
v.	Dr J Sharma-Dean (Academics)	iii.	Prof. Jasbir Singh Matharu
vi.	Dr K Nilakantan- Associate Dean (Research)	iv.	Prof. Pawan Jain
vii.	Gp. Capt. K. Nath		

Meeting Agenda

Reviewing performance of the processes related to academics, placement and administration in order to identify the performance gaps and chalk-out strategies to address the same.

Points Discussed

The members and the guests reviewed performance of the processes for the period from June '17 to Nov '17.

Action Plan

The committee decided to implement the following processes:

- **Conduct of classes, attendance, & course- delivery**

The process owner- Program Chairperson shall submit a report to the IQAC before every meeting in the future. The report shall include following parameters among others.

- Feedback from faculty on Academic process
- Feedback from students on Academic Process
- Feedback from staff on Academic Process

Quality Audit shall be conducted once in three years.

More objectivity shall be brought in Summer Internship Program evaluation.

- **Students' Affairs**

Suitable strategies can be implemented to improve students' participation in events. Students'



Affairs Chairperson was requested to prepare a “strategy paper” to motivate students and the same shall be circulated among the committee members for their comments and inputs. Further he shall submit a report to IQAC on students’ participation in various events before every meeting.

- **Alumni Committee**

It was suggested to organize Class re-union to improve alumni involvement in the institute’s activities. Alumni Committee Chairperson shall submit a report to IQAC on alumni involvement before every meeting.

- **Corporate Interaction**

Coffee table book capturing memories of corporate guests’ visits shall be prepared at the end of every academic session.

- **Placement**

- Placecom Chairperson will assume the responsibility of sending feedback given by recruiters to faculty members. Mock group discussion and Quiz on Newspaper articles shall be organized by Placecom to increase employability among the students.
- It was decided to create a specific forum to improve public speaking skills among the students. Prof.Jitendra Sharma volunteered to organize the same. Prof. Pawan Jain volunteered to organize a series of Quizzes to improve knowledge of corporate affairs and general awareness among the students.
- Students need more orientation towards various career options. All elective course-outlines shall include a paragraph on career focus.

- **Administration**

- More care and better systems need to be in place focusing on the following domains.
 - ✚ Physical infrastructure maintenance.
 - ✚ Local transportation arrangements – Better Coordination is required
- Admin. Process owner shall send a mail containing contact details of persons whenever faculty/staff need to ask/report any issues related to administration. He shall also prepare a checklist for hosting any event and the same shall be circulated among faculty.
- Better ergonomic chairs shall be procured for faculty members.
- It was decided not to allow any student to enter into the campus beyond 11 p.m.