

Date: 10th May 2023

Minutes of meeting of internal quality assurance cell committee.

A meeting of the IQAC was convened on May 10th, 2023, at 1:30 PM in the Director's office. The meeting was chaired by the Director, and Ms. Sofia Pillai, IQAC Coordinator, welcomed all members. The following agenda points were discussed:

1. Mentor-Mentee Process

- **Overview:** The meeting began with a discussion on the current Mentor-Mentee process. The purpose of this process is to ensure personalized guidance and academic support for students throughout their academic journey.
- **Points Discussed:**
 - Each mentor is expected to maintain regular communication with their mentees.
 - A standardized reporting format will be developed to ensure uniformity across departments.
 - Mentors will be encouraged to focus on both academic and personal development, helping mentees address challenges beyond academics.
 - The importance of tracking mentees' academic performance, participation in extracurricular activities, and overall well-being was emphasized.
- **Action Items:**
 - A draft of the standardized reporting format will be circulated.
 - Training for mentors on effectively engaging with mentees will be scheduled for the upcoming semester.







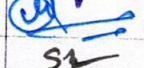

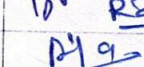
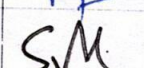
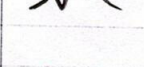
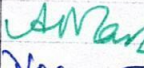



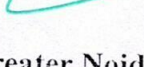
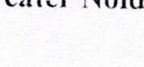

2. Academic Performance Indicator (API):

- The next item on the agenda was the **Academic Performance Indicator (API)** system for faculty performance evaluation.
- The following key points were discussed:
 - **API scoring** criteria were reviewed, including teaching, research, and administrative responsibilities.
 - Concerns were raised regarding the complexity of documentation for API, and it was agreed that a simplified template would be shared with the faculty for ease of reporting.
 - Faculty members were reminded to ensure **timely submission** of API-related documents, especially regarding publications, conferences attended, and research grants received.
 - The need for clear differentiation between **mandatory and optional components** of API was discussed to avoid confusion during submission.
- **Action Item:** Departmental heads will organize a workshop to guide faculty on API documentation and submission.

Conclusion:

- The meeting concluded with a reminder to all departments to implement the decisions discussed.
- Next steps include the distribution of templates for both the Mentor-Mentee process and API documentation.

Attendees:

S.N.	Name of the Member	Details of Member	Designation	Signature
1.	Dr. Vinod M. Kapse	Director	Chairman	
2.	Ms. Sofia Pillai	IQAC Co-ordinator	Coordinator	
3.	Dr. Praveen Soneja	Director General	Member	
4.	Dr. K. P. Singh	Professor & Registrar	Member	
5.	Dr. C. S. Yadav	Dean, MCA	Member	
6.	Dr. P.K. Shukla	HOD, EC	Member	
7.	Dr. Rashmi Mishra	HOD, BT	Member	
8.	Dr. Kumud Saxena	HOD. (CSE & IT)	Member	
9.	Dr. Priyanka Chandani	DS, CSBS & AI	Member	
10.	Mr. Mayank Deep Khare	HOD, IOT	Member	
11.	Mohd. Shahid	HOD, AIML	Member	
12.	Ms. Bhawna Wadhwa	HOD, CS	Member	
13.	Dr. Rajesh Kumar	COE	Member	
14.	Dr. Anjana Rani	Dean (Academics) First Year	Member	
15.	Mr. S. Nagpal	Representative from Society/ Industry/ Parent	Member	
16.	Mr. Kartikey	Representative from Alumni	Member	
17.	Dr. Avijit Mazumdar	Academician from Outside the Institute	Member	
18.	Dr. Neema Agrawal	Representative from Management	Member	



IQAC Coordinator
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Director
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