ROORKEE INSTITUTE OF TECHNOLOGY

Managed by : Himalayan Charitable Trust | Approved by : AICTE, Ministry of HRD (Govt. of India)
Affiliated to : Uttarakhand Technical University, Dehradun & Uttarakhand Board of Technical Education, Roorkee
8th Km, Dehradun Road, Puhana, Roorkee - 247667 (Uttarakhand)
Email : ritroorkee@gmail.com Website : www.ritroorkee.com Mob.: 9927099210, 9927099219

NAAC GRADE A++ Accredited Institute

Notice

Ref No: RIT/IQAC/2023-24/01 Date: 19th July, 2023

This is to notify you that the 13th meeting of the **Internal Quality Assurance Cell (IQAC)** will be held on 20th July 2023 at 4:00PM in IQAC cell.

Agenda points for the Meeting are as follow:

1. Confirmation of minutes of meeting of 12th IQAC Meeting.
2. Discussion on Review of Academic Performance by the Dean Academics.
3. Discussion on Innovation in Teaching and Learning Process.
4. Discussion on Course file and Evaluation of Previous Semester.
5. Discussion on Departmental Activity Calendar.
6. Discussion on Library book procurement for new students.
7. Discussion on Restructuring of PERC/ICC/Proctorial Board/Examination and other committees.
8. Discussion on Feedback Mechanism for faculty/students/Parents/stockholders.
9. Discussion on Extension/NSS/NCC Committee activities.
10. Discussion on the Alumni Meet of 2022-23 and suggestion for Alumni meet of 2023-24.
11. Discussion on Outcome Based Education ERP System of Institute.
12. Discussion on Placement activity according to the Placement Calander.
13. Any other point with the permission of chair.
14. Discussion on Administrative and Support Services Performance.
15. Discussion on New Infrastructure Development New Canteen and Nescafe.
16. Discussion on Research and Innovation Activities by the Dean Research and Development.
17. Discussion on Procurement of Interactive Pannel for Digital Learning.
18. Discussion on Admission Policy and Scholarship.
19. Discussion on Budget Allocation for Library and research and Development.
20. Discussion on Parents Teacher Meeting for Slow Learner Students.
21. Discussion on a new program B.Tech in CSE (AIML),including library requirements.

Your valuable participation in the meeting will contribute to the continued improvement of the institution's quality standards.

(Dr Lokesh Kumar)
IQAC Coordinator

Copy to:
Director: for kind information
All IQAC Members

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13th Meeting of IQAC
Minutes of Meeting

Date:20th July 2024

Date/Time	20 July, 2023	
Venue/Portal	Seminar Hall, C Block	
Minutes Taken by	IQAC Coordinator	
Chairperson:	Dr. Parag Jain	
Attendee:	**Dept. & Design**	**Signature**
Dr Parag Jain	Director	
Dr Lokesh Kumar	Dean Quality Assurance	
Mr Gaurav Chaturvedi	Dean Academics	
Mr Bhupal Arya	Dean Research & Development	
Mr Munendra Singh	Registrar	
Dr Deepak Arya	Head, Department of CSE	
Dr Manmohan Singh	Head, Department of ECE	
Mr Ajay Singh	Head, Department of CE	
Dr Madhvendra Saxena	Head, Department of ME	
Dr Neeraj Kumar	Head, Department of AS & H	
Mr Amit Kumar Rawat	Head, Department of MS	
Mr Akshat Jain	Managing Director Tarang Kinetics Pvt Ltd	
Mr Sarvesh Mani Tripathi	Alumni	
Mr Priyanshu Kumar	Student, Department of CSE	Priyanshu
Ms Anubhavi Gaur	Student, Department of CSE	Anubhavi
Absent	**Reason**	
-NIL-	--	
Agenda of the Meeting:		
IQAC Meeting		

Issues	Actions		
	No.	Actionee	Due Date
IQAC 13:01: Confirmation of minutes of meeting of 12th IQAC Meeting.	1	Heads of the Departments	31st July 2023
IQAC 13:02: Discussion on Review of Academic Performance by the Dean Academics	2	Registrar	30th July 2023
IQAC 13:03: Discussion on Innovation in Teaching and Learning Process	3	Heads of the Departments	4th August 2023
IQAC 13:04: Discussion on Course file and Evaluation of Previous Semester.	4	Dean Academics	25th July 2023
IQAC 13:05: Discussion on Departmental Activity Calander	5	Heads of the Departments	24th July 2023
IQAC 13:06: Discussion on Library book procurement for new students	6	Heads of the Departments	4th August 2023
IQAC 13:07: Discussion on Restructuring of PERC/ICC/Proctorial Board/Examination and other committees	7	Registrar	26th July 2023
IQAC 13:08: Discussion on Feedback Mechanism for faculty/students/Parents/stockholders	8	Dean Research	27th July 2023
IQAC 13:09: Discussion on Extension/NSS/NCC Committee activities.	9	IQAC	27th July 2023
IQAC 13:10: Discussion on the Alumni Meet of 2022-23 and suggestion for Alumni meet of 2023-24	10	Dean Student Welfare	31st July 2023
IQAC 13:11: Discussion on Outcome Based Education ERP System of Institute	11	Heads of the Departments	2nd August 2023
IQAC 13:12: Discussion on Placement activity according to the Placement Calendar	12	Heads of the Departments	4th August 2023
IQAC 13:13: Any other point with the permission of chair	13	Heads of the Departments	6th August 2023
IQAC 13:14: Discussion on Administrative and Support Services Performance	14	Heads of the Departments	27th July 2023
IQAC 13:15: Discussion on New Infrastructure Development New Canteen and Nescafe	15	Heads of the Departments	4th August 2023
IQAC 13:16: Discussion on Research and Innovation Activities by the Dean Research and Development	16	Dean Academics	25th July 2023
IQAC 13:17: Discussion on Procurement of Interactive Pannel for Digital Learning	17	Dean Academics	4th August 2023
IQAC 13:18: Discussion on Admission Policy and Scholarship	18	Dean Academics	7th August 2023
IQAC 13:19: Discussion on Budget Allocation for Library and research and Development	19	Dean Academics	4th August 2023
IQAC 13:20: Discussion on Parents Teacher Meeting for Slow Learner Students	20	Dean Academics	4th August 2023
IQAC 13:21: Discussion on a new program B.Tech in CSE (AIML), including library requirements.	21	Dean Academics	4th August 2023

Discussions and Resolutions:

1. **Confirmation of minutes of meeting of 12th IQAC Meeting**
   - Discussion: Review of the minutes from the 12th meeting, confirming the accuracy of the documented points.
   - Resolution: Approval of the minutes from the 12th meeting as accurate and finalized.
2. **Discussion on Review of Academic Performance by the Dean Academics**
   - Discussion: Examination of the overall academic performance of students, with a focus on performance trends and areas needing improvement.
   - Resolution: The Dean Academics will present strategies to address areas where student performance is lacking, such as targeted academic support programs.
3. **Discussion on Innovation in Teaching and Learning Process**
   - Discussion: Explore new pedagogical methods, including the use of technology, active learning strategies, and interdisciplinary approaches.
   - Resolution: Pilot the adoption of a blended learning model incorporating both online and in-class sessions in select courses.
4. **Discussion on Course file and Evaluation of Previous Semester**
   - Discussion: Review the current structure of course files and the evaluation procedures of the previous semester.
   - Resolution: Revise the course file format to ensure it meets the current academic standards and includes all necessary documentation.
5. **Discussion on Departmental Activity Calendar**
   - Discussion: Review and finalization of the departmental activity calendar for the upcoming academic year, including events, seminars, and workshops.
   - Resolution: Approve the activity calendar, ensuring alignment with academic schedules and available resources.
6. **Discussion on Library Book Procurement for New Students**
   - Discussion: Assess the need for new books and resources for incoming students in the new academic session.
   - Resolution: The library will procure essential books and reference materials based on student feedback and faculty recommendations.
7. **Discussion on Restructuring of PERC/ICC/Proctorial Board/Examination and Other Committees**
   - Discussion: Examine the current structure and functioning of the PERC, ICC, Proctorial Board, and examination-related committees.
   - Resolution: Propose a restructuring plan to enhance the effectiveness of each committee, including possible role realignments and additional responsibilities.
8. **Discussion on Feedback Mechanism for Faculty/Students/Parents/Stockholders**
   - Discussion: Evaluate the current feedback mechanisms for faculty, students, and other stakeholders.
   - Resolution: Implement an online feedback system to collect data more efficiently and regularly from all stakeholders.

9. Discussion on Extension/NSS/NCC Committee activities.

- Discussion: Evaluate current committee activities for alignment with goals, impact, and student participation.
- Resolution: Develop annual plans, appoint coordinators, and ensure periodic reviews for progress and effectiveness.

10. Discussion on the Alumni Meet of 2022-23 and Suggestions for Alumni Meet of 2023-24

- Discussion: Review the outcomes and feedback from the 2022-23 alumni meet and gather suggestions for improving the next alumni meet.
- Resolution: Organize a hybrid alumni meet for 2023-24, allowing both in-person and virtual participation.

11. Discussion on Outcome-Based Education (OBE) ERP System of Institute

- Discussion: Analyze the current status of implementing the Outcome-Based Education system and the integration with ERP.
- Resolution: Continue with the gradual implementation of OBE with ERP for tracking learning outcomes and ensuring consistency across courses.

12. Discussion on Placement Activity According to the Placement Calendar

- Discussion: Review the current placement calendar, and assess whether it meets industry timelines and student availability.
- Resolution: Adjust the placement calendar as needed to optimize the placement process and maximize student participation.

13. Any Other Point with the Permission of Chair

- Discussion: Open floor for any additional points not listed in the agenda.
- Resolution: Address any urgent issues or new initiatives that have emerged.

14. Discussion on Administrative and Support Services Performance

- Discussion: Assess the current performance of administrative and support services, including student services, HR, and facilities.
- Resolution: Identify any areas for improvement and allocate resources accordingly to enhance service quality.

15. Discussion on New Infrastructure Development (New Canteen and Nescafe)

- Discussion: Review the plans for developing new infrastructure, focusing on the canteen and Nescafe kiosk for student convenience.
- Resolution: Approve the proposed designs and timelines for the construction of the new facilities.

16. Discussion on Research and Innovation Activities by the Dean Research and Development

- Discussion: Review ongoing research and innovation initiatives, including funding, collaborations, and publications.
- Resolution: Encourage faculty and students to participate in more interdisciplinary research projects and secure external funding.

17. Discussion on Procurement of Interactive Panel for Digital Learning

- Discussion: Examine the feasibility and benefits of procuring interactive panels for enhancing digital learning in classrooms.
- Resolution: Approve the procurement of interactive panels for key lecture halls and classrooms.

18. Discussion on Admission Policy and Scholarship

- Discussion: Review the current admission policy and scholarship criteria, considering potential

DIRECTOR

revisions for inclusivity and accessibility.

- Resolution: Revise the scholarship policy to ensure wider accessibility, particularly for underprivileged students.

19. Discussion on Budget Allocation for Library and Research and Development

- Discussion: Discuss the budget allocation for library resources and research and development activities.
- Resolution: Increase the budget allocation for research and development, particularly for student-led research projects and publications.

20. Discussion on Parents-Teacher Meeting for Slow Learner Students

- Discussion: Review the outcomes of previous parents-teacher meetings and discuss strategies for improving the support for slow learners.
- Resolution: Organize a dedicated session for slow learners and their parents, focusing on personalized learning strategies.

21. Discussion on a new program B.Tech in CSE (AIML), including library requirements.

- Discussion: Discussed necessary library resources to support the program. The library requirements included core textbooks, journals, e-resources, and AI/ML datasets.
- Resolution: Approve the procuring essential library resources, including subscriptions to IEEE and ACM journals, AI/ML-specific textbooks, and digital repositories.

Lokesh

(Dr Lokesh Kumar)
IQAC Coordinator

Copy to:
All actionee: for necessary action

DIRECTOR

Action Taken Report

The Action taken report of 13th Meeting of IQAC committee (Agenda Point wise) held on 20th July 2023 is as follows:

1. **Confirmation of minutes of meeting of 12th IQAC Meeting**
   - **Action:** Ensure that any necessary follow-up actions mentioned in the minutes have been completed.
2. **Discussion on Review of Academic Performance by the Dean Academics**
   - **Action:** Develop a monitoring mechanism to track academic performance across departments and take corrective actions if required.
3. **Discussion on Innovation in Teaching and Learning Process**
   - **Action:** Assign faculty members to design and implement innovative teaching practices, with feedback mechanisms to assess effectiveness.
4. **Discussion on Course file and Evaluation of Previous Semester**
   - **Action:** A task force will be created to review and enhance the course file guidelines, along with a detailed evaluation of the previous semester's results.
5. **Discussion on Departmental Activity Calendar**
   - **Action:** Ensure that all departments have a finalized calendar and that it is communicated to all relevant stakeholders.
6. **Discussion on Library Book Procurement for New Students**
   - **Action:** Set up a procurement committee to facilitate the acquisition process and ensure timely availability of books.
7. **Discussion on Restructuring of PERC/ICC/Proctorial Board/Examination and Other Committees**
   - **Action:** Appoint committee heads to implement the restructuring and submit progress reports at the next meeting.
8. **Discussion on Feedback Mechanism for Faculty/Students/Parents/Stockholders**
   - **Action:** Task the IT department with developing and maintaining the feedback platform and ensure it is integrated into the academic year cycle.
9. **Discussion on Extension/NSS/NCC Committee activities.**
   - **Action:** Develop an annual plan for Extension/NSS/NCC activities, focusing on community engagement, skill development, and national service initiatives.
10. **Discussion on the Alumni Meet of 2022-23 and Suggestions for Alumni Meet of 2023-24**
    - **Action:** Form an alumni meet planning committee to organize events and engage with alumni for suggestions and support.
11. **Discussion on Outcome-Based Education (OBE) ERP System of Institute**
    - **Action:** Train faculty on utilizing the OBE ERP system effectively for better outcome measurement.
12. **Discussion on Placement Activity According to the Placement Calendar**
    - **Action:** Collaborate with the placement cell and industry partners to confirm schedules and opportunities for student placement.
13. **Any Other Point with the Permission of Chair**
    - **Action:** Ensure follow-up on any new issues raised during this discussion.

14. Discussion on Administrative and Support Services Performance

- **Action:** Implement a performance review system for administrative services and schedule regular check-ins for continued evaluation.

15. Discussion on New Infrastructure Development (New Canteen and Nescafe)

- **Action:** Allocate funds for the purchase and installation, with training sessions for faculty on utilizing the new technology.

16. Discussion on Research and Innovation Activities by the Dean Research and Development

- **Action:** Organize workshops to enhance research capabilities and submit proposals for new funding opportunities.

17. Discussion on Procurement of Interactive Panel for Digital Learning

- **Action:** Allocate funds for the purchase and installation of interactive panels and ensure proper training for faculty.

18. Discussion on Admission Policy and Scholarship

- **Action:** Update the admission policy and scholarship guidelines, ensuring timely dissemination of information to prospective students.

19. Discussion on Budget Allocation for Library and Research and Development

- **Action:** Submit the revised budget for approval and allocate funds to enhance library facilities.

20. Discussion on Parents-Teacher Meeting for Slow Learner Students

- **Action:** Schedule the meeting and ensure that academic counselors and special education staff are present to assist.

21. Discussion on a new program B.Tech in CSE (AIML), including library requirements.

- **Action:** Finalize the curriculum and course structure, establish a procurement committee for acquiring library resources

Any additional points raised and discussed with the permission of the chair will be addressed accordingly.

Lokesh

(Dr Lokesh Kumar)
IQAC Coordinator

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Notice

Ref No: RIT/IQAC/2023-24/02

Date: 16th December 2023

This is to notify you that the 14th meeting of the **Internal Quality Assurance Cell (IQAC)** will be held on 17th December 2023 at 3:00PM in IQAC cell.

Agenda points for the Meeting are as follow:

1. Confirmation of minutes of meeting of 13th IQAC Meeting
2. Discussion on add-on Course for the students.
3. Discussion on faculty development program.
4. Discussion on the faculty recruitment for the next upcoming semester.
5. Discussion on designing of new prospectus and promotional activities for admission.
6. Discussion on maintenance of common girls/boys' room and Women grievance room.
7. Discussion on infrastructure for the increase seats of different details.
8. Discussion on preparation of External Examination and result analysis of previous Semester.
9. Discussion on preparation of Anugoonj 2023-24.
10. Discussion on AQAR data finalization of NAAC for both qualitative and quantitative.
11. Discussion on approval status of increased seats in B.Tech CSE and B.Tech CSE(AIML).
12. Discussion on finalization of format of Continuous internal examination.
13. Discussion on Technomax a technical Exhibition organized by research department.
14. Discussion on Hackathon a coding event for the students by research department.
15. Any other point with the permission of chair.

Your valuable participation in the meeting will contribute to the continued improvement of the institution's quality standards.

(Dr Lokesh Kumar)
IQAC Coordinator

Copy to:
Director: for kind information
All IQAC Members

DIRECTOR

14th Meeting of IQAC
Minutes of Meeting

Date:17th December 2023

Date/Time	17th December, 2023	
Venue/Portal	Seminar Hall, C Block	
Minutes Taken by	IQAC Coordinator	
Chairperson:	Dr. Parag Jain	
Attendee:	**Dept. & Design**	**Signature**
Dr Parag Jain	Director	
Dr Lokesh Kumar	Dean Quality Assurance	
Mr Gaurav Chaturvedi	Dean Academics	
Mr Bhupal Arya	Dean Research & Development	
Mr Munendra Singh	Registrar	
Dr Deepak Arya	Head, Department of CSE	
Dr Manmohan Singh	Head, Department of ECE	
Mr Ajay Singh	Head, Department of CE	
Dr Madhvendra Saxena	Head, Department of ME	
Dr Neeraj Kumar	Head, Department of AS & H	
Mr Amit Kumar Rawat	Head, Department of MS	
Mr Akshat Jain	Managing Director Tarang Kinetics Pvt Ltd	
Mr Sarvesh Mani Tripathi	Alumni	
Mr Priyanshu Kumar	Student, Department of CSE	
Ms Anubhavi Gaur	Student, Department of CSE	
Absent	**Reason**	
-NIL-	**--**	
Agenda of the Meeting:		
IQAC Meeting		

Issues	Actions		
	No.	Actionee	Due Date
IQAC 14:01: Confirmation of minutes of meeting of 13th IQAC Meeting	1	Heads of the Departments	26th Dec, 2023
IQAC 14:02: Discussion on add-on Course for the students.	2	Registrar	20th Dec, 2023
IQAC 14:03: Discussion on faculty development program.	3	Heads of the Departments	3rd Jan, 2024
IQAC 14:04: Discussion on the faculty recruitment for the next upcoming semester.	4	Dean Academics	20th Dec, 2023
IQAC 14:05: Discussion on designing of new prospectus and promotional activities for admission.	5	Heads of the Departments	19th Jan, 2024
IQAC 14:06: Discussion on maintenance of common girls/boys' room and Women grievance room.	6	Heads of the Departments	26th Feb, 2024
IQAC 14:07: Discussion on infrastructure for the increase seats of different details.	7	Registrar	20th Feb, 2024
IQAC 14:08: Discussion on preparation of External Examination and result analysis of previous Semester.	8	Heads of the Departments	7th Jan, 2024
IQAC 14:09: Discussion on preparation of Anugoonj 2023-24.	9	IQAC	27th Fe,b 2024
IQAC 14:10: Discussion on AQAR data finalization of NAAC for both qualitative and quantitative.	10	Dean Student Welfare	15th Jan, 2024
IQAC 14:11: Discussion on approval status of increased seats in B.Tech CSE and B.Tech CSE(AIML)	11	Registrar	17th Mar, 2024
IQAC 14:12: Discussion on finalization of format of Continuous internal examination.	12	Heads of the Departments	13th Feb, 2024
IQAC 14:13: Discussion on Technomax a technical Exhibition organized by research department.	13	Dean Research	6th Feb, 2024
IQAC 14:14: Discussion on Hackathon a coding event for the students by research department.	14	Heads of the Departments	8th Feb, 2024
IQAC 14:15: Any other point with the permission of chair.	15	Heads of the Departments	14th Jan, 2024

Discussions and Resolutions:

1. **Confirmation of minutes of meeting of 13th IQAC Meeting**

- **Discussion:** Review of the minutes from the 13th meeting, confirming the accuracy of the documented points.
- **Resolution:** Approval of the minutes from the 13th meeting as accurate and finalized.

2. **Discussion on add-on Course for the students.**

- **Discussion:** Explore the feasibility and demand for offering add-on courses to enhance student skills and employability.
- **Resolution:** Form a sub-committee to investigate student interest, identify potential course providers/instructors, and propose a budget for implementing add-on courses.

3. **Discussion on faculty development program.**

- **Discussion:** Evaluate prior faculty development impact, emphasize online teaching, research, industry skills, and explore external partnerships.
- **Resolution:** Evaluate prior faculty development impact, emphasize online teaching, research, industry skills, and explore external partnerships.

4. **Discussion on the faculty recruitment for the next upcoming semester.**

- **Discussion:** Evaluate prior faculty development impact, emphasize online teaching, research, industry skills, and explore external partnerships.
- **Resolution:** Advertise vacant positions on relevant platforms. Establish a clear timeline for the recruitment process.

5. **Discussion on designing of new prospectus and promotional activities for admission.**

- **Discussion:** Evaluate the need for updates in the prospectus to align with current academic offerings and admission policies.
- **Resolution:** A sub-committee will be formed to draft the new prospectus and outline promotional activities.

6. **Discussion on maintenance of common girls/boys' room and Women grievance room.**

- **Discussion:** the current state of maintenance and identify any gaps in facilities or resources in the common rooms and grievance room.
- **Resolution:** The Facilities Management team will conduct a detailed inspection and present a

DIRECTOR

report on required improvements within two weeks.

7. **Discussion on infrastructure for the increase seats of different details.**

- **Discussion:** Review the infrastructure needs to accommodate increased student intake, including classrooms, labs, and other facilities.
- **Resolution:** A proposal for required upgrades will be prepared and submitted to the administration for budget approval.

8. **Discussion on preparation of External Examination and result analysis of previous Semester.**

- **Discussion:** Discuss the scheduling, logistics, and evaluation criteria for external examinations
- **Resolution:** Examination schedules and result analysis reports will be finalized by the Examination Cell and shared with faculty for actionable insights.

9. **Discussion on preparation of Anugoonj 2023-24.**

- **Discussion:** Plan the cultural and academic events for Anugoonj, including budget allocation, participant selection, and event coordination.
- **Resolution:** An organizing committee will be formed to oversee the preparation, with progress updates shared in subsequent meetings.

10. **Discussion on AQAR data finalization of NAAC for both qualitative and quantitative.**

- **Discussion:** Review the data collection process for AQAR and ensure alignment with NAAC guidelines. Identify areas needing additional data or evidence.
- **Resolution:** The IQAC team will finalize the data and submit the AQAR within the stipulated deadline.

11. **Discussion on approval status of increased seats in B.Tech CSE and B.Tech CSE(AIML).**

- **Discussion:** Verify the status of approvals from the regulatory bodies for increased seats and discuss potential implications for admissions.
- **Resolution:** The Dean Academics will follow up with the authorities and provide an update in the next meeting.

12. **Discussion on finalization of format of Continuous internal examination.**

- **Discussion:** Evaluate proposed formats for continuous internal examinations to ensure consistency and fairness in assessment.
- **Resolution:** A standardized format will be adopted after feedback from faculty and students is considered.

13. **Discussion on Technomax a technical Exhibition organized by research department.**

- **Discussion:** Discuss the themes, logistics, and participation strategy for the Technomax exhibition.
- **Resolution:** The Research Department will finalize the event plan and send invitations to participants and industry experts.

14. Discussion on Hackathon a coding event for the students by research department.

- **Discussion:** Explore the objectives, challenges, and prizes for the Hackathon to encourage maximum participation.
- **Resolution:** A detailed event proposal, including themes and timelines, will be prepared by the Research Department and shared with the IQAC.

15. Any other point with the permission of chair.

- **Discussion:** Address additional points raised by the members during the meeting.
- **Resolution:** Actions for these points will be recorded and communicated based on the chair's decisions.

The meeting was conducted, and action items were assigned to the relevant individuals or committees for follow-up. The next meeting date and proposed agenda items were also discussed for consideration.

(Dr Lokesh Kumar)
IQAC Coordinator

Copy to:
All actionee: for necessary action

Action Taken Report

The Action taken report of 14th Meeting of IQAC committee held on 17th December 2023 is as follows:

1. **Confirmation of minutes of meeting of 13th IQAC Meeting**

   - **Action:** Ensure that any necessary follow-up actions mentioned in the minutes have been completed.

2. **Discussion on add-on Course for the students.**

   - **Action:** Identify areas where add-on courses can enhance employability and skill development, and task departments to propose course outlines for approval.

3. **Discussion on faculty development program.**

   - **Action:** Plan and schedule a series of workshops or training sessions to enhance faculty expertise in teaching, research, and emerging technologies.

4. **Discussion on the faculty recruitment for the next upcoming semester.**

   - **Action:** Initiate the recruitment process, including advertisements, shortlisting, and interviews, to ensure faculty positions are filled before the semester begins.

5. **Discussion on designing of new prospectus and promotional activities for admission.**

   - **Action:** Form a team to draft the prospectus and outline promotional activities, ensuring alignment with institutional branding and goals.

6. **Discussion on maintenance of common girls/boys' room and Women grievance room.**

   - **Action:** Conduct a detailed inspection of these spaces and implement necessary upgrades or repairs to ensure they meet required standards.

7. **Discussion on infrastructure for the increase seats of different details**

   - **Action:** Develop an infrastructure enhancement plan to accommodate the increased seats, including classroom expansion and resource allocation.

8. **Discussion on preparation of External Examination and result analysis of previous Semester.**

- **Action:** Finalize the external examination schedule and prepare a comprehensive result analysis report for faculty and administrative review.

9. **Discussion on preparation of Anugoonj 2023-24.**

- **Action:** Create an event road-map, including a timeline, budget, and responsibilities, to ensure successful execution of Anugoonj

10. **Discussion on AQAR data finalization of NAAC for both qualitative and quantitative.**

- **Action:** Assign teams to finalize qualitative and quantitative data for AQAR submission, ensuring compliance with NAAC guidelines.

11. **Discussion on approval status of increased seats in B.Tech CSE and B.Tech CSE(AIML).**

- **Action:** Follow up with regulatory authorities and ensure all required documentation for seat approval is submitted.

12. **Discussion on finalization of format of Continuous internal examination.**

- **Action:** Finalize a standardized internal examination format and circulate it to all departments for implementation.

13. **Discussion on Technomax a technical Exhibition organized by research department.**

- **Action:** Develop a detailed plan for the exhibition, including themes, participants, and logistical requirements, and ensure its timely execution.

14. **Discussion on Hackathon a coding event for the students by research department.**

- **Action:** Design a Hackathon plan with problem statements, timelines, and evaluation criteria to maximize student participation and learning outcomes.

15. **Any other point with the permission of chair.**

- **Action:** Document and address any additional points raised, ensuring appropriate follow-up actions are taken.

Any additional points raised and discussed with the permission of the chair will be addressed accordingly.

(Dr Lokesh Kumar)
IQAC Coordinator

DIRECTOR