**Date**:20/01/2024

# Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

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| **Meeting Purpose:** | IQAC Meeting AY 2023 – 24 |
| **Meeting Date:** | 20/01/2024 |
| **Meeting Time:** | 11.00 AM – 12.30 PM |
| **Meeting Location:** | Seminar Hall, Ground Floor, XIE. |
| **Meeting Facilitator:** | Ms. Beatrice S., IQAC Coordinator |
| **Minutes Issued By:** | Dr. Bhagyashree Chari |

**Agenda of Meeting:**

1. Revision of IQAC Committee, Anti ragging Committee, IIC Committee and Grievance Redressal Committee

2. Planning of Co – curricular Activities such as workshops/seminar/guest lecture, etc.

3. Green audit

4. Initiatives by IQAC

5. Updating Lesson plan, Session plan, syllabus copy on ERP

6. Planning of Value – added Courses/Skill based program

7. Academic audit of even semester of AY 22 – 23

8. Discussion on different stakeholders feedback

9. XIE e-Journal

10. Any other point with permission from the chair.

The meeting began with the welcome by Ms. Beatrice and Martina said a prayer. Following points were discussed.

1. **To revise IQAC Cell, Anti ragging Committee, IIC & Grievance Redressal Committee**
2. **Planning of Co – curricular Activities**
   - Principal Sir said that, each department should conduct workshops/seminar/guest lecture, etc. for the students as well as staff to increase their knowledge and keep them updated with the recent technologies.
   - Head of each department agreed upon it. They said that, guest lecture will be conducted in each department for FE, SE, TE and BE students to cover the points beyond syllabus. The purpose is to achieve all the Program Outcomes as prescribed by NBA.
3. **Green audit:**
   Principal Sir asked the IQAC members to plan for the green audit of the campus and record the data.

4. **Initiatives by IQAC**
   - Ms. Beatrice said that as per the discussion with all IQAC and DQAC members, it is decided that from the AY 2023 – 24, a few best practices should be followed by each department. These may include:
   - Preparation of summary video by students for each subject
   - Communication with the parents by using ERP (sending mails/SMS, etc..)
   - Utilization of MAC lab for students for conducting Hands – on sessions, seminars, etc.
   - Maximum utilization of Computer center for presenting projects by the students
5. **Updating Lesson plan, Session plan, syllabus copy on ERP**
   - All the IQAC members along with HODs agreed upon the same.
6. **Planning of Value – added Courses/Skill based program**
   - Principal Sir said that, minimum two VACs should be conducted for students by each department. This will help them get acquainted with latest technical skills and make them industry – ready.
   - All the staff members agreed to it. He further added that, for upcoming FE students, English Language Course may be planned. Ms. Saniya said that it will be conducted.
7. **Academic audit of even semester of AY 22 – 23**
   - All the HODs stated that, course files for their departments are ready and within a week, their department can proceed for the external audit with the permission from the chair. It was decided that, the resource persons for the same should be provided by the IQAC cell.
8. **Discussion on different stakeholders feedback**
   - Principal Sir said that, all the four stake-holders, i.e., student, parents, teachers, alumni and employer play a crucial role in the development of our institute. In order to improvise for the betterment of our institute, a few changes should be made as suggested by the stakeholders.
   - Ms. Naveen Kukreja said that employers' feedback form is already shared with the companies and

the data collection in progress.

9. Initiated with e-Journal's paper collections and papers are under review with the reviewers

The meeting ended with the vote of thanks by Ms. Beatrice.

**IQAC Coordinator**

S.Beatrice

**Principal**

Dr. Y.D.Venkatesh