

DRONACHARYA

Group of Institutions

B-27, Knowledge Park – III, Greater Noida, Uttar Pradesh - 201308
Approved by: All India Council for Technical Education (AICTE), New Delhi
Affiliated to: Dr. A. P. J. Abdul Kalam Technical University (AKTU), Lucknow

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON July 8th 2024, Monday

Referring to the circular **DGI/GN/IQAC/2024-25/01** dated **5th July 2024, Friday**, the meeting was held on 8th July 2024, Monday at 3:30 P.M. at the conference hall.

The following members were present:

Head of the Institution	Dr. Arpita Gupta
Senior Faculty	Dr. Mamta Bhardwaj
	Dr. Bipin Pandey
	Dr. Aadarsh Malviya
	Dr. Shailesh Kumar Singh
	Dr. Lily Gupta
Administrative Official	Dr. Pawan Sharma
	Prof. Sanghamitra V Arora
External experts	Mr. Sandeep Ghai
IQAC Coordinator	Dr. Neelam Bhardwaj
Alumni	Shiwangi Pokhriyal

Proceedings of the Meeting:

1. The meeting commenced with a welcome address by Dr. Arpita Gupta (Chairperson). She extended gratitude to all members for their participation and encouraged active engagement in the discussions.
2. **Review of Quality Components:** Dr. Neelam Bhardwaj (IQAC Coordinator) presented an overview of the current quality components within the institution. The following points were discussed:
 - Teaching-Learning Processes: A review of feedback received from students, faculty, and external stakeholders regarding the effectiveness of the current teaching-learning methodology was presented. The committee agreed that more workshops on innovative teaching techniques should be conducted.
 - Research and Development: The research output of the faculty was analyzed, and members suggested initiatives to increase publications in high-impact journals. It was decided to propose financial support for faculty presenting papers at national and international conferences.

- Student Progression: The performance metrics of students in academics and placements were reviewed and found to be satisfactory.
 - Infrastructure and Learning Resources: A status update on lab equipment and library resources was presented, and members updated sufficiency of lab equipment and library resources.
 - Outreach and Extension Activities: The committee discussed enhancing community outreach activities by engaging more students and faculty in social responsibility programs.
3. **NBA Readiness for Evaluation Team's Visit:** The Coordinator gave a detailed briefing on the preparedness for the NBA team's upcoming visit. Key areas reviewed included:
- Documentation: All required documentation for the evaluation has been completed and organized systematically for ease of access during the visit.
 - Faculty and Staff Preparedness: Faculty and staff have been briefed on the NBA criteria, and mock sessions have been conducted to ensure that everyone is well-prepared for interactions with the evaluators.
 - Infrastructure Readiness: The necessary infrastructure and facilities have been inspected and updated in accordance with NBA guidelines.
 - Presentation and Demonstration: The presentation to be delivered to the NBA team was reviewed by the committee, and suggestions for improvement were made.
- **Any Other Point of Discussion with the Permission of the Chair:** A suggestion was made to conduct a Faculty Development Program (FDP) focused on research methodologies and innovative pedagogical practices to enhance teaching quality.

The meeting ended with vote of thanks by Dr. Neelam Bhardwaj (IQAC Coordinator)


 A collection of handwritten signatures in blue ink. The names are: Neelam, Sandeep, Singh, Manita, Bipin, Adarsh Mehta, Lily Kumari, Sharmo, Shiwangi, and Anura.