

# **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

**Notice No: DGI/GN/IQAC/2024-25/01**

**Date: 5<sup>th</sup> July, 2024**

## **NOTICE**

All the Academic and Management Council members are hereby requested to attend the committee meeting on 8<sup>th</sup> July, 2024 in Conference Hall at 3:30 P.M. Attendance is compulsory.

### **AGENDA of the Meeting**

- Introduction of IQAC Members and Review of IQAC Composition
- Review of Quality components
- NBA Readiness for Evaluation team's visit.
- Any other point of discussion with the permission of the Chair.

### **Copy to:**

1. Director
2. Registrar
3. All HOD's
4. NAAC Coordinator

*Neelam*

**IQAC Coordinator**

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### MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON July 8<sup>th</sup> 2024, Monday

Referring to the circular **DGI/GN/IQAC/2024-25/01** dated **5<sup>th</sup> July 2024, Friday**, the meeting was held on 8<sup>th</sup> 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. Introduction of IQAC Members and Review of IQAC Composition: Dr. Neelam Bhardwaj (IQAC Coordinator) informed IQAC is re constituted on 24th June 2024 and changes made in the composition.
3. **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.
  - 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 discussed and decided to be reviewed.
  - Infrastructure and Learning Resources: A status update on lab equipment and library resources was discussed.
  - Outreach and Extension Activities: The committee discussed enhancing community outreach activities by engaging more students and faculty in social responsibility programs.
  - Co-curricular and extra-curricular activities: The committee discussed on organizing more co-curricular and extra-curricular activities and encouraging students to participate more in the activities organized outside the college.
  - Discussion on Add-on certificates: Discussion on organizing Add-on certificate programs were made.
4. **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)

Arpita

Manita

Prosa

Neelam

Rishi

Ssing

Aadish Malija

Shamoo

Kaly Kumari

Swangi

## **Action Taken Report of IQAC Meeting Held on 8<sup>th</sup> July 2024**

### **Teaching-Learning Processes:**

1. Total of 28 workshops are conducted during the semester.
2. 3 FDPs and 3 Professional Development Programs are conducted during the semester.
3. Feedback on teaching learning taken from stake holders and action taken accordingly.

### **Research and Development:**

1. 40% faculty members published paper in reputed journals.
2. 48 Faculty members were provided with financial support for research and development
3. Students have also published paper in reputed journals and were provided with financial supports.

### **Student Progression:**

Student's performance in semester exam were reviewed and it was found satisfactory. Extra classes were arranged for slow learners. Placement was also satisfactory. Some MOUs with Core Company was also signed to increase placement of core department students.

### **Infrastructure and Learning Resources:**

1. Physics Lab consumables, Chemistry Lab Chemical, Analog and Digital Communications lab equipment's were renewed and Data Structure lab and Web Technology lab software are updated.
2. Upgrade library resources with the latest textbooks, research papers, and digital databases.
3. Chairs and tables in the classrooms have been repaired wherever required.

### **Outreach and Extension Activities:**

29 extension activities were organized during the semester.

**Co-curricular and extra-curricular activities:**

10 co-curricular and extra-curricular were organized during the semester. Students participated in 8 events organized by other colleges and universities.

**Discussion on Add-on certificates:**

College organized 11 add-on certificates programs during the semester. All 56 students gave NPTEL exams and gained certificates during the semester.

**NBA Readiness for Evaluation Team's Visit:**

NBA visit went very smooth and satisfactory.