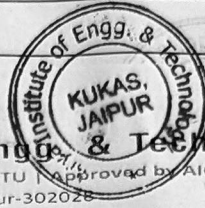




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Ref : AIET/IQAC/2020-2021/2

Dated: 12 March 2021

MEETING NOTICE

Internal Quality Assurance Cell (IQAC)

This is to inform all the members of **Internal Quality Assurance Committee** that the meeting of the Internal Quality Assurance Committee will be held on dated 17 March 2021 at 11 AM in Board Room. The agenda of the meeting shall as follows:

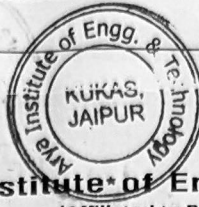
1. To confirm the minutes of last meeting
2. To review the situation during Covid19 Pandemic and suggest teaching-learning Methodologies under such conditions to prevent loss of learning of stranded students
3. To review the utilization of the new audio video studio and promote the faculties & students to develop the digital content.
4. Planning and coordination of the academic calander for AY 20-21
5. Review of NBA accreditation for CSE department.
6. Plan for various activities like workshop, seminar & conference
7. Assessment of Attainment of Course Outcomes for even Semester 2019-20
8. Review the reassessment of NAAC accreditation.
9. Review of Code of Conduct and Code of Ethics

Members of the committee are requested to attend the meeting as per scheduled time.



Copy to: All members
HOD of all Departments





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AIET/IQAC/2020-2021/M2

Dated 20.03.2021

MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 17 March 2021 in the Board Room of ARYA Institute of Engineering and Technology to chalk out various academic and other activities in AIET for odd Academic Semester session of Year 2020-21.

Members Present

1. Dr. Tanuj Maglani (Chairman)
2. Dr. Arvind Agarwal
3. Mr. Aditya Kukkar
4. Mr. Suresh Sharma
5. Dr. Surendra Sharma
6. Mr. Keshav Parashar
7. Ms. Nimisha Verma
8. Dr. Indu Gupta
9. Mr. 1 fanish Kumar
10. Dr. Pramod Sharma
11. Mr. Kshitiz Agarwal
12. Mr. Sandeep Jhamb
13. Mr. Pawan Sen
14. Mr. Ravindra Singh Maan
15. Mr. Jitendra Prajapat
16. Mr. Shubham Mahajan

IQAC coordinator welcomed the members.

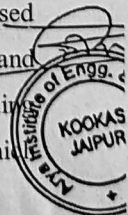
AGENDA ITEMS

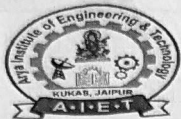
Agenda item 1 – To confirm the minutes of last meeting.

The minutes of the previous meeting of Internal Quality Assurance Committee held on were discussed and found to be in order and hence confirmed.

Agenda item 2–To review the situation during Covid19 pandemic and suggest teaching-learning Methodologies under such conditions to prevent loss of learning of stranded students

It was observed that due to grave break down of Covid 19 Pandemic, the Government imposed complete lock down of all activities. All institutes and hostels were closed and students and faculties were asked to remain quarantined to their residences. This situation is still continuing and the institute is under complete closure. External examinations for Even Semesters which





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were to be conducted by RTU have also been postponed and students of II, IV and VI semesters have been promoted without RTU examinations. Social and collective gatherings including conferences and seminars are also not permitted.

The committee took stock of the unprecedented situation and deliberated over the condition of students who would be seriously lacking the class learning and faculty losing command on the subject. It was therefore, considered prudent that some methodology is devised to maintain the teaching-learning levels of the students under such conditions with the permitted strength of faculty and staff complying with appropriate Covid 19 behaviour of Social Distancing, Mask wearing and using sanitizers/ washing.. These could be :

- Live Lectures using Google Meet & Zoom Application.
- Creation of online content & Regular classroom teaching through Digital Studio room & Smart board.
- Pre-recorded lectures shared via YouTube links & www.aryavideonotes.com
- Google Classrooms & Google Form: Submission of Assignments, Unit test, Mid Term Examination, Practical Examination.
- Lecture PPT & notes shared via google classroom, www.aryanotes.com and student WhatsApp group.

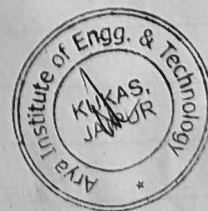
All concerned were advised to take up teaching activities that emerged as above.

Agenda Item 3-- To review the utilization of the new audio video studio and promote the faculties & students to develop the digital content.

Principal AIET review the utilization of the audio video studio and guide all departmental HOD to maximise the utilization of studio through faculties & students and instruct to prepare the audio video lecture.

Agenda Item 4-- Planning and coordination of the academic calendar for AY 20-21

The committee have discussed planning and execution of the academic activities for AY 2020-2021





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Agenda Item 5-- Review the progress of NBA accreditation for CSE department.

The committee has discussed the progress of the NBA accreditation for Computer science engineering department, the brief presentation was given by the CS-HOD.

Agenda Item 6-- Plan for various activities like workshop, seminar & conference

The committee has discussed and plan the various workshop seminar, FDP and National & International conference. Principal AIET also advised HOD to encourage the faculty members to attend the FDP and present the research paper in various conferences and Journals.

Agenda Item 7-- Assessment of Attainment of Course Outcomes for odd Semester 19-20

The committee reviewed the matrices prepared by all the department in assessing the attainment of course outcomes prescribed by them on the basis of both direct method of assessment through mid term and final examinations and also of the indirect method of feedback. The committee was satisfied that the attainment of level 3 was achieved in the college.

Agenda Item 8-Review the reassessment of NAAC accreditation

The committee reviewed the detail of reassessment for NAAC accreditation.

Agenda Item 9- Review of Code of Conduct and Code of Ethics

The committee reviewed the code of conduct for students and faculties and suggested to wearing of college ID Card for are compulsory in college campus. The Committee also advised to conduct the programs related to Code of Ethics.

The meeting ended with formal vote of thanks to Chair.



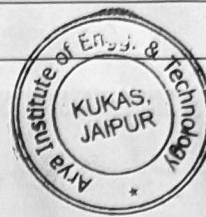


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Meeting of the IQAC committee members was held on 17 March 2021 at 2:00 PM in AIET

board room. Following members were present

S.No	Name of Member	Department	Position	Signature
1	Dr. Tanuj Maglani	Principal & Prof., Dept of Electrical Engg.	Member Secretary	
2	Dr Arvind Agarwal	President All India Arya Samajis Society for Higher & Technical Education	Management Representative	
3	Mr Aditya Kukkar	Director, Kukkar Infotech & Dekho Network	Member	
4	Mr Suresh Kumar Sharma	Village-Bhanpur Kalan	Member	
5	Dr Surendra Sharma	Director	Member	
6	Mr Shubham Mahajan	Head, Training & Placement Cell	IQAC Coordinator	
7	Keshav Parashar	Student	Member	
8	Ms Nimisha Verma	Alumni	Member	
9	Mr. Manish Kumar	HOD, Department of CSE	Member	
10	Dr Indu Gupta	HOD, Department of First Year	Member	
11	Dr Pramod Sharma	Assistant Professor, Department of CSE	Member	
12	Mr Kshitiz Agarwal	Assistant Professor, Department of ECE	Member	
13	Mr Sandeep Jhamb	Associate Professor & Head, Mechanical Engg.	Member	
14	Mr Pawan Sen	Assistant Professor, Department of CSE	Member	
15	Mr Ravinder Singh Maan	Assistant Professor, Department of EE	Member	
16	Mr Jitendra Prajapat	Sr. Accounts Officer	Member	





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Action Taken Report of Internal Quality Assurance Cell Meeting held on 17.03.2021

S. No.	Agenda	Action Taken
1.	Utilization of the new audio video studio and promote the faculties & students to develop the digital content	Reviewed
2.	NBA accreditation for CSE department	Reviewed
3.	workshop, seminar & conference	Reviewed and Confirmed
4.	Assessment of Attainment of Course Outcomes	Reviewed and Confirmed
5.	the reassessment of NAAC accreditation	Reviewed
6.	Code of Conduct and Code of Ethics	Reviewed

