

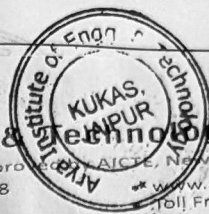


# ARYA Institute of Engg. & Technology (AIET)

(Affiliated to RTU | Approved by AICTE, New Delhi)

- SP-40, RIICO Industrial Area, RIICO-Kukas, Jaipur-302028
- Ph. 0141-2820700, 5148801

www.aryainstitutejpr.com  
Toll Free: 1800 102 1044



Ref : AIET/IQAC/2021-2022/4

Date: 4-Aug-2021

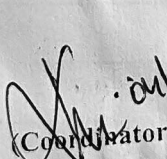
## MEETING NOTICE

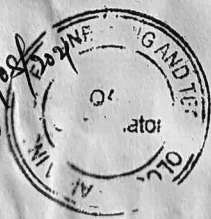
### Internal Quality Assurance Cell (IQAC)

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 10-Aug-2021 at 11am 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. Assessment of Attainment of Course Outcomes for Odd Semester 19-20.
4. To setup the advanced lab as per new RTU curriculum.
5. To organize the FDP and workshops.
6. Review the placement activities and statistics.
7. Review the student feedback
8. Review the AQAR report of AY 20-21 to be submitted before 31 Dec 2021.
9. Review of Code of Conduct and Code of Ethics

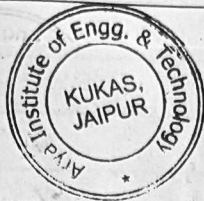
Members of the committee are requested to attend the meeting as per schedule time. HODs will also be available for discussions if any during the meeting

  
(Coordinator)



Copy to: All members  
HOD of all Departments





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AIET/IQAC/2024-2022/M2

Dated 13.08.21

### MINUTES OF MEETING

Meeting of Internal Quality Assurance Committee was held on 10-Aug-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. Himanshu Arora (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. Manish Kumar
9. Dr. Indu Gupta
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

Chairman welcomed the members.

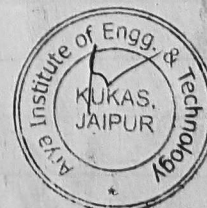
#### AGENDA ITEMS

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

The minutes of the previous meeting of Internal Quality Assurance Committee held on 17.03.2021 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 by the committee that although the State Government and RTU circulars recently issued, have to some extent, relaxed the previous strict guidelines of lock down, however situation under Covid 19 Pandemic has not completely improved and restricted behaviour is still to be maintained.





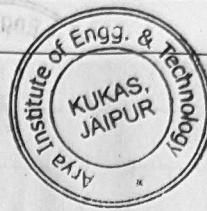


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It was further, noted that while the students of II, IV and VI semesters have been promoted without RTU examinations, offline examinations of Final year students were conducted in September 2020 with relaxed criteria.

The pandemic situation is still continuing and the institute is under complete closure for the students and Social and collective gatherings including conferences and seminars are yet not permitted.

The HODs informed that the permitted strength of faculty and staff (complying with appropriate Covid 19 behaviour of Social Distancing, Mask wearing and using sanitizers/ washing) are fully operational in following online teaching activities.

- 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.

IQAC committee deliberated at length, over the prevailing circumstances and consensus emerged that not much could be done at the moment but to ensure that the students do not suffer much on academics, it would be essential to continue with the same online teaching- learning methodology with the permitted strength of faculty and staff complying with appropriate Covid 19 behaviour of Social Distancing, Mask wearing and using sanitizers/ washing.

All concerned were advised to continue with teaching activities as above.

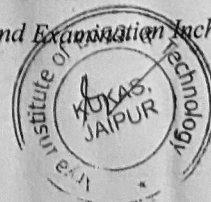
Action by: all HODs

Action by: HOD CS

### Agenda Item 3-- Assessment of Attainment of Course Outcomes for Even Semester 19-20

The committee noted that RTU could not conduct external examinations for Students of II, IV and VI Semesters and so these students were promoted without examination. Their final results would be based on marks secured in the previous regular examinations. The evaluation of attainment levels would not give realistic picture. The committee agreed for the same.

Action by: Registrar, all HODs and Examination Incharge





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### **Agenda Item 4— To setup the advanced lab as per new RTU curriculum.**

Principal AIET discussed the requirement of all the department to setup the new lab as per RTU curriculum.

### **Agenda Item 5— To organize the FDP and workshops.**

To enhance the technical knowledge of the faculties member in new technologies, The Principal AIET advised all the HOD to organize the FDP / workshop / seminar programme.

### **Agenda Item 6— Review the placement activities and statistics.**

Training and placement officer present all placement activities and data of placed student in different companies of AY 19-20.

### **Agenda Item 7— Review the feedback from the students.**

Principal AIET review the feedback collected from the students and advice all the HOD to take necessary action plan.

### **Agenda Item 8—Review the AQAR report of AY 20-21 to be submitted before 31 Dec 2021.**

The Committee reviewed the detail of the AQAR report and advice to complete and submit before the schedule time frame.

### **Agenda Item 8- Review of Code of Conduct and Code of Ethics**

The committee reviewed the code of conduct for students and faculties regarding dress code and advised all the HOD's for compulsion of the dress for all students and faculty members

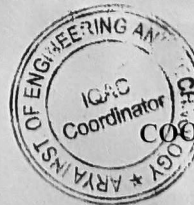
**Dress code for Male-** Formal Shirt and Trouser (Color code as decided by Committee members)

**Dress code for Female-** Saree. (Color code as decided by Committee members)

**Dress Code for the Students** (Boys and Girls) - Formal Shirt and Trouser (Color code as decided by Committee members)

The Committee also advised to conduct the programs related to Code of Ethics.

The meeting ended with formal vote of thanks to Chair.



COORDINATOR (IQAC)



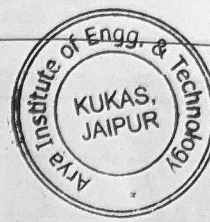




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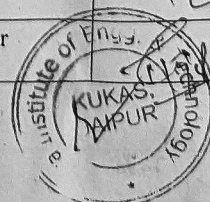
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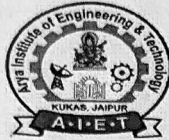
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Meeting of the IQAC committee members was held on 10 Aug 2021 at 2:00 PM in AIET board room. Following members were present

S.No	Name of Member	Department	Position	Signature
1	Dr Himanshu Arora	Principal & Prof., Dept of Computer Sc 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	Dr. 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 10.08.2021

S. No.	Agenda	Action Taken
1.	Assessment of Attainment of Course Outcomes	Reviewed
2.	Review of AQAR report of AY 2020-21	Reviewed and Confirmed
3.	Review of EDP and Workshops	Reviewed and Confirmed
4.	Review of Students Feedback	Reviewed and Confirmed

