



REAP Code : 1011

# ARYA College of Engineering (ACE)

Previously Known as Arya Institute of Engineering & Technology (AIET)

(Affiliated to RTU  
Approved by AICTE, New Delhi)

- Main Campus, SP-40, RIICO Industrial Area, Delhi Road  
Kukas, Jaipur - 302028 | Tel Ph. 0141-2820700

- [www.aryacollegejpr.com](http://www.aryacollegejpr.com)
- Toll Free : 1800 102 1044

Ref: ACE/IQAC/2024-25/02

Date : 02-12-2024

## MEETING NOTICE

This is to inform all the members of **IQAC (Internal Quality Assurance Cell)** that the Meeting of the IQAC will be held on **09<sup>th</sup> December, 2024** at **11:45 A.M.** in Board Room.

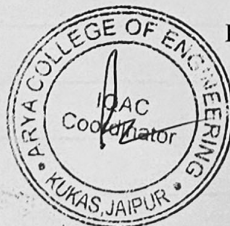
The agenda of the meeting shall as follow :

01. To confirm the minutes of last meeting.
02. Planning of Commencement of Even Semester Classes.
03. Recruitment of Teaching & Non-Teaching Staff.
04. Participate in NIRF.
05. Review of NBA Preparation.
06. Present Placement Report.
07. Present the Action Taken Report of the Feedback Taken.
08. Planning of Add-on Certification Courses.
09. Planning of Development Programs for the Teaching & Non-Teaching Staff.
10. Review of Indirect CO Attainment.
11. Planning of various Institutional Activities.
12. Review of Deemed-to-be-University Status.
13. Implementation of New ERP.
14. Any other matter by permission.

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

### Copy to :

- All Members
- HOD of all Departments
- Heads of the Respective Committee



*Shi 02/12/24*  
IQAC COORDINATOR



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ACE/IQAC/2024-25/M/02

Date : 11-12-2024

## MINUTES OF MEETING

Meeting of the IQAC (Internal Quality Assurance Cell) was held on 09<sup>th</sup> December, 2024 in the Board Room of ARYA College of Engineering to chalk out various academic and other activities in ACE for the Academic Session 2024-25.

### **Members Present :**

01. Dr. Himanshu Arora
02. Dr. Arvind Agarwal
03. Mr. Aditya Kukkar
04. Mr. Mukesh Jangid
05. Dr. Surendra Sharma
06. Ms. Disha Sachdeva
07. Mr. Shivam Verma
08. Mr. Sandeep Jhamb
09. Ms. Shilpi Mishra
10. Dr. Pramod Sharma
11. Mr. Pawan Sen
12. Mr. Chirag Arora
13. Ms. Abha Sharma
14. Mr. Atul Soni
15. Mr. Jitendra Prajapat
16. Dr. Tanuj Manglani
17. Mr. Kshitiz Agarwal

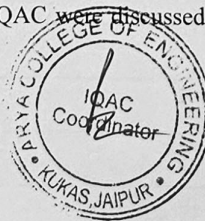
The IQAC Coordinator welcomed all the members.

### **AGENDA ITEMS**

#### **AGENDA – 01**

#### **To confirm the minutes of last meeting.**

The minutes of the said Meeting of the IQAC were discussed and found to be in order and hence confirmed.







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## AGENDA – 02

### Planning of Commencement of Even Semester Classes.

The commencement of even semester classes was discussed in the meeting. The Chairman directed the Academic Committee to prepare a detailed Institutional Academic Calendar before the commencement of the even semester classes. Additionally, the coordinator advised the committee to gather and provide all the necessary departmental requirements in advance. Further he informed it will ensure a smooth and efficient start to the new semester.

## AGENDA – 03

### Recruitment of Teaching & Non-Teaching Staff.

The Chairman addressed the agenda for the vacant positions of Teaching and Non-Teaching Staff in the departments. The Chairman instructed the Recruitment Committee to conduct a thorough review of these vacant positions across the departments. Further he advised to initiate the Recruitment Process for the Session 2024-25.

## AGENDA – 04

### Participate in NIRF-2025.

The IQAC Coordinator discussed the college's participation in NIRF-2025, outlining the timeline and key requirements. He directed all HODs to systematically compile, verify, and finalize the necessary data to ensure a smooth and successful submission.

## AGENDA – 05

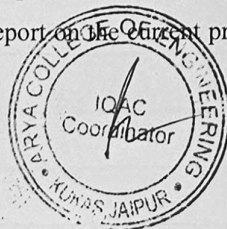
### Review of NBA Preparation.

The IQAC Coordinator informed the members that the college has successfully submitted compliance report and application fee to the NBA. Thereafter, he discussed the department's progress with the HOD and requested a timeline to track the completion of ongoing work.

## AGENDA – 06

### Present Placement Report.

The IQAC Coordinator directed the TPO to compile all the campus placement details for the odd semester students and prepare a detailed report on the current progress and plans for the next semester.





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## AGENDA – 07

### Present the Action Taken Report of the Feedback Taken.

Academic Committee presented the Action Taken Report based on the Feedback collected from all the Stakeholders. Subsequently IQAC Coordinator reviewed the report and acknowledged that the Advanced and Slow Learners were identified on the basis of Result Analysis and Feedback Collected by the students. In the response respective departments arranged the Motivational / Guidance Session for Advanced Learners and Remedial Classes for Slow Learners to address their subject related issues and improve the performance.

## AGENDA – 08

### Review of Previous Semester Add-on Certification Courses.

The IQAC Coordinator reviewed the previous semester Add-on, MOOC & FOSS Courses. He also instructed HODs to plan the same for 4<sup>th</sup>, 6<sup>th</sup>, & 8<sup>th</sup> semester students and submit the schedule accordingly.

## AGENDA – 09

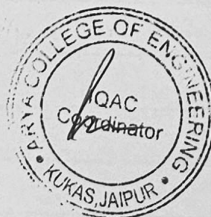
### Planning of Development Programs for the Teaching & Non-Teaching Staff.

The IQAC Coordinator advised all HODs to organize development programs on emerging domains and technologies for both teaching and non-teaching staff to enhance their knowledge and skills. Additionally, he requested the Principal and respective HODs to plan CBC sessions to assess classroom teaching efficiency and further enhance faculty effectiveness.

## AGENDA – 10

### Review of Indirect CO Attainment.

The IQAC Coordinator reviewed all the Indirect CO Attainment of previous semesters which has been calculated on the basis of google forms filled by students and found satisfactory. Further he advised Academic Committee to continue the practice at the end of each semester and calculate the final attainment as per the attainment policy.







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## AGENDA – 11

### Planning of various Institutional Activities.

The IQAC Coordinator discussed about the planning of various Activities for the even semester. Thereafter, he instructed HODs to plan and schedule activities like Seminars, Conferences, Workshops, Expert Talk, Add-on Courses, Technical Training, Industrial Visits, Survey Camps, Career Guidance Sessions, IPR Awareness Programs, Extension Activities, Alumni Meet, Sports Events, Cultural Programs, Commemorative Days & other Extra-Curricular Activities and submit tentative activity calendar for the smooth conduction of these activities. Further, he instructed to collect post-event feedback from the stakeholders to evaluate the program's impact and anticipate future expectations.

## AGENDA – 12

### Review of Deemed-to-be-University Status.

The IQAC Coordinator informed the members that the application proposal for Deemed-to-be-University status has been successfully submitted to the University Grants Commission (UGC). He emphasized the importance of aligning institutional initiatives with this vision and advised members to ensure the seamless execution of the perspective plan. Furthermore, he instructed them to closely monitor the rolling implementation plan, facilitating a smooth transition and compliance with regulatory requirements.

## AGENDA – 13

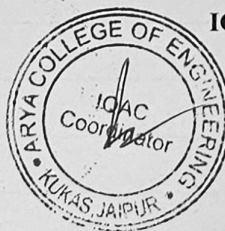
### Implementation of New ERP.

The implementation of the New ERP System was discussed during the meeting. The IQAC Coordinator requested an update on the status of module implementation. He urged all HODs to thoroughly test their respective modules to ensure functionality and effectiveness.

The meeting ended with formal vote of thanks to Chair.

### Copy to :

1. All Members
2. HOD of all Departments
3. Heads of the Respective Committee



*[Signature]*  
IQAC COORDINATOR



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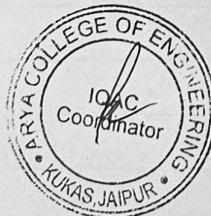
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## Attendance Sheet (09-12-2024)

S.No.	Name of Member	Designation	Signature
01.	Dr. Himanshu Arora	Chairman	
02.	Dr. Arvind Agarwal	Management Representative	
03.	Mr. Aditya Kukkar	Member	
04.	Mr. Mukesh Jangid	Member	
05.	Dr. Surendra Sharma	Member	
06.	Ms. Disha Sachdeva	Member	
07.	Mr. Shivam Verma	Member	
08.	Mr. Sandeep Jhamb	Member	
09.	Ms. Shilpi Mishra	Member	
10.	Dr. Pramod Sharma	Member	
11.	Mr. Pawan Sen	Member	
12.	Mr. Chirag Arora	Member	
13.	Ms. Abha Sharma	Member	
14.	Mr. Atul Soni	Member	
15.	Mr. Jitendra Prajapat	Member	
16.	Dr. Tanuj Manglani	Member	
17.	Mr. Kshitiz Agarwal	IQAC Coordinator	







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## Action Taken Report of Internal Quality Assurance Cell

Meeting held on 09.12.2024

S.No.	Agenda No.	Agenda	Action Taken
01.	02	Planning of Commencement of Even Semester Classes.	Done
02.	03	Recruitment of Teaching & Non-Teaching Staff.	Done
03.	04	Participate in NIRF.	Done
04.	05	Review of NBA Preparation.	Reviewed
05.	06	Present Placement Report.	Presented
06.	07	Present the Action Taken Report of the Feedback Taken.	Ongoing
07.	08	Planning of Add-on Certification Courses.	Done
08.	09	Planning of Development Programs for the Teaching & Non-Teaching Staff.	Done
09.	10	Review of Indirect CO Attainment.	Reviewed
10.	11	Planning of various Institutional Activities.	Done
11.	12	Review of Deemed-to-be-University Status.	Ongoing
12.	13	Implementation of New ERP.	Ongoing

