IET BHADDAL | TECHNICAL CAMPUS ROPAR

ENGINEERING THE FUTURE SINCE 1996

Campus: Bhaddal, PO Mianpur, Distt. Ropar, Punjab-140108 (India)
UGC approved (2f & 12B) | Affiliated to IKG-PTU (Jalandhar)

Ref.No.-IET/IQAC/2024-25/19

Date: 15 /07/2024

CIRCULAR

The meeting of IQAC is scheduled to be held on 17 July 2024 at 2:00 PM in conference Hall (F-Block), IET Bhaddal. The agenda of the meeting is as follows:

Agenda:

1. To approve minutes of previous meeting held on 22nd December, 2023.
2. To appraise the members about status of action taken on minutes of previous meeting. Held on dated 22nd December, 2023.
3. Discussion about the NAAC accreditation and assessment process.
4. Questions paper based on Cos in MST-1 & MST-2
5. Preparation of AQAR 2023-24
6. Implementation of ERP
7. Implementation of Mentor-Mentee Scheme
8. Display POs in each departments
9. Conduction of Induction and orientation program for first year students.
10. Seminar/Webinar/Workshop/ Industrial visit/Value added courses.
11. Academic Calendar.
12. Ratification of various committees, its role and responsibilities.
13. Collaborative Quality Initiatives with other Institutes
14. Strategies for Slow learner & Advanced Learners
15. ICT Enabled class rooms
16. Digitalization of Library
17. Extension activities/Student Clubs/
18. Start a new course B.tech in AI & ML

IQAC Coordinator
(Mr. Vishal Arora, HOD-AS)

CC:
Chairman
Campus Director
Principals
All Concerned

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PROCEEDING OF IQAC MEETING HELD ON 17.07.2024 AT 2:00 PM IN CONFERENCE HALL (F-BLOCK), IET BHADDAL

Agenda.1 To approve minutes of previous meeting held on 22nd December, 2023.
Since no comments have been received as such, minutes are confirmed.

Agenda.2 To appraise the members about status of action taken on minutes of previous Meeting held on dated 22nd December, 2023.

Sr. no.	Reference in minutes	Action Taken	Status
1	Agenda. 3	NAAC Preparedness.	All criteria coordinators are asked to prepare SSR
2	Agenda. 4	Submit IIQA.	IIQA is to be submitted in August 2024
3	Agenda.5	Feedback from Stakeholder	Done
4	Agenda.6	Training and placement.	Done
5	Agenda. 7	NIRF submission	Participated in NIRF
6	Agenda. 8	Conduction of Academic and Administrative Audit.	Conducted on 2nd May, 2024
7	Agenda.9	Faculty Development Programs	ICT based FDPs with NITTTR conducted
8	Agenda.10	Green Campus Initiatives	Tree Plantation and other activities initiated
9	Agenda.11	Result Analysis	Done and remedial action was sought from faculty members

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Agenda.3 Discussions about the NAAC accreditation and assessment process.

Discussions were made on process and framework of NAAC which constitute the following three stages:

1. Institutional Information for Quality Assessment (IIQA) submission.
2. Self-study (SSR) submission.
3. Data validation & verification (DVV) and student satisfaction survey (SSS)
4. Peer Team Visit (PTU).

Agenda.5 Preparation of AQAR 2023-24

Committee asked to criteria coordinators to collect the data from various departments for academic year 2023-24.

Agenda.6 Implementation of ERP.

IET Bhaddal will implement ERP in Administration, Finance and Accounts, Student Admission and Support and ERP Committee is formed to resolve the issues related to cybrain.

Agenda.7 Implementation of Mentor-Mentee Scheme

All Departments are asked to implement Mentor-Mentee Scheme and the ratio should be 1:20

Agenda.8 Display POs in each department and on Website

Students should be aware about Programme outcomes. So it should be displayed on Website.

Agenda.9 Conduction of Induction and orientation program for first year students.

It was decided to organize orientation program for newly admitted students on 5 August, 2024.

Agenda.10 Seminar/Webinar/Workshop/ Industrial visit/Value added courses.

Committee instructed to all respective heads of departments to organize at least one expert talk and one industrial visit in a semester.

Agenda.11 Academic Calendar

All HODs were asked to prepare departmental calendar for session July to Dec 2024.

Agenda.12 Ratification of various committees, its role and responsibilities

IQAC ratified and approved various academic and administrative committees along their roles and responsibilities viz: Anti-ragging, Internal Complaint committee, Grievance Redressal committee, SC/ST committee, Finance committee etc.

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Agenda.13 Collaborative Quality Initiatives with other Institutes

IQAC suggested organizing seminars/ workshop etc. in collaboration with other institutions related to quality issues.

Agenda. 14 Strategies for Slow learner & Advanced Learners

Strategies are proposed to be made to bridge the gap between Advanced Learners & Slow learners.

Agenda.15 ICT Enabled class rooms

To improve teaching-learning process, Maximum no. of class rooms should be equipped with ICT facility

Agenda.16 Digitalization of Library

Software for library was proposed to be installed to avail the facility of e- books, e- journals etc.

Agenda.17 Extension activities/Student Clubs/

To raise awareness about education, health, and socio-economic development among the rural population of the local area, Extension activities were recommended to be conducted in local area

Agenda.18 Start a new course B.tech in AI & ML

Planning to start a new course B. Tech in AI & ML in IET Bhaddal.

The meeting ended with vote of thanks to all the present.

IQAC Coordinator

(Mr. Vishal Arora, HoD-AS)

Attendees:

Sr. No.	Name	Designation	Signature
1.	Dr. Gurpreet Singh	Chairperson - IQAC	
2.	Dr. S S Bindra	Member - IQAC	
3.	Mr. Vishal Arora	Co-ordinator - IQAC	
4.	Mr. Onkar Singh	Member	
5.	Ar. Gurpreet Singh	Member	
6.	Mr. Kamaljeet Singh	Member	
7.	Mr. Nilesh var Taab	Member	
8.	Ms. Bhawanpreet Kaur	Member	
9.	Ms. Disha Thapur	Member	
10.	Mr. OM Andri	Member	
11.	Mr. Kulwinder Singh	Member	
12.	Ms. Kirandeep Kaur	Alumni	Kirandeep Kaur
13.	Mr. Lovesh Kumar	Member	
14.	Er. Shailja Kumari	Member	