

13th IQAC Meeting

25th July 2019

Minutes of the IQAC Meeting held on 25th July 2019

A meeting of the IQAC was convened on 25th July 2019 at 11:00 A.M. in the Board Room of the Lingaya's Vidyapeeth. Hon'ble Vice Chancellor, Chairperson IQAC chaired the meeting and the following members were present in the meeting:

1. Dr. D.N. Rao, Vice Chancellor	Chairperson
2. Mr. R.K. Kaul, Controller of Examination(COE)	Member
3. Ms. Seema Bushra, Registrar	Member
4. Mr. Manoj Jain, Assoc. Dean (Academics)	Member
5. Mr. Asjad Iqbal, Training & Placement-Head	Member
6. Dr. Iqbal Ahmed Khan, HoD, Department of Mechanical Engineering	Member
7. Mr. Kiran Kumar, HoD, Department of Computer Science & Engineering	Member
8. Dr. Saurabh Dahiya, HoD, School of Pharmacy	Member
9. Ms. Kavita Nagpal, HoD, School of Architecture	Member
10. Dr. Shagufta Jabin, HoD, School of Basic and Applied Sciences	Member
11. Dr. Kirti Gulati, HoD, School of Commerce & Management	Member
12. Dr. Sushma Rani, HoD, School of Education	Member
13. Mr. Sitesh Kr. Singh, HoD, Department of Civil Engineering	Member
14. Prof.(Dr.) J.P. Gupta, Member, Board of Management	Member
15. Ms. Madhavi Garg, Alumni	Member
16. Mr. Ravi Yadav, Student – B.Tech 2 nd Year ME	Member
17. Mr. Pankaj Kumar, Napino, Gurugram	Member
18. Mr. Shan Vats, Infosys, Bangalore	Member
19. Mr. Munish, Orient Electric, Faridabad	Member
20. Mr. Vinod Kumar, Director, PNT Designs Pvt. Ltd, Kota, Rajasthan	Member
21. Ms. Adshayasha Sahu, IBM, Gurugram	Member
22. Dr. Manoj Malik, Associate Professor, School of Basic and Applied Sciences	IQAC, Coordinator
23. Mr. Deepak Kumar, IT Administrator, IT Department	Assistant Coordinator



The agenda of the meeting is as under;

1. To apprise and approve IQAC minutes of meetings of 12th April, 2019 and Action Taken Report (ATR).

13.1 Academic preparedness in the Departments.

13.2 Motivate/Encourage faculty and students for joining online course.

13.3 Department Monthly Report.

13.4 Curriculum Enrichment.

13.5 MoUs with Institutions.

The ATR of the previous IQAC Meeting dated 12th April, 2019 was circulated and confirmed as per the points mentioned:

Sr. no.	Agenda Item	Action Taken/Processing
1.	To conduct Board of Studies (BOS) meeting before the commencement of the next semester for review/revision of scheme and syllabus.	BOS conducted in all the departments and the minutes forwarded to The Dean, Academics.
2.	To implement AICTE approved online course certification programme for teachers and students every semester.	Action taken and many students and faculty members successfully completed NPTEL online courses.
3.	Conduction of audit for the laboratories, training rooms, etc. to be scheduled during the forthcoming semester.	Audit carried out and completed during 11 th April – 18 th April 2019 and the reports submitted to The Dean, Academics.
4.	To conduct the stock taking and verification of Library resources and to obtain a plagiarism checking software.	Library audit conducted and Urkund software procured to deter plagiarism.
5.	Request to review the technology and features of alternate ERP software for implementation and devise strategy for software transition.	Appropriate action taken and additional/desired features added to the newly adopted ERP system.
6.	HODs were advised to maintain the records for all the activities held in the respective departments in detailed format	Action taken and a revised format drafted and forwarded to all HODs through The Dean, Academics.



S.No	Agenda	Discussion on Agenda	Responsibilities/Status
13.1	Academic preparedness in the Departments	The Dean, Academics requested all the HoDs to prepare a Departmental Academic Calendar and to follow it accordingly. There will be regular audit of Course files, Lab manuals etc.	The Dean, Academics & All HoDs.
13.2	Motivate/Encourage faculty and students for joining online course	Vice Chancellor advised all HoDs to motivate their faculties and students to join MOOC courses relevant with the recent trends.	All HoDs.
13.3	Department Monthly Report	Further, Vice Chancellor advised to submit monthly activities report by the end of every month to The Dean, Academics. The Dean Academics was requested to design and circulate the necessary format to all the Departments.	Dean (Academics) & All HoDs.
13.4	Curriculum Enrichment	The Dean, Academics suggested HoDs to update programme schemes and syllabus as per the feedback collected from various stakeholders.	All HoDs.
13.5	MoUs with Institutions	The Vice Chancellor advised all HoDs to establish MoUs with industries and other reputed Institutions for the benefit of the students and development of the department.	All HoDs.

The meeting ended at 01:30 PM with vote of thanks to all the members.


Dr. Manoj Malik
 (Coordinator, IQAC)

