Ref: AIET/IQAC/2022-23/02

Date : 01-12-2022

MEETING NOTICE

This is to inform all the members of **IQAC (Internal Quality Assurance Committee)** that the Meeting of the IQAC will be held on **07th December, 2022** at **11:00 A.M.** in Board Room. The agenda of the meeting shall as follow :

01. To confirm the Minutes of last Meeting.
02. To apply for Green Audit.
03. To conduct AICTE Sponsored International Conference.
04. To review AICTE Sponsored Smart India Hackathon.
05. To plan various Academic Activities.
06. To review MOUs.
07. To apply for NIRF.
08. To review Add-on Courses.
09. To discuss Completion of Syllabus.
10. To plan 2nd Mid Term Test, Result Analysis, & Action Report.
11. To discuss Commencement of Even Semester Classes.
12. 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

(Coordinator)
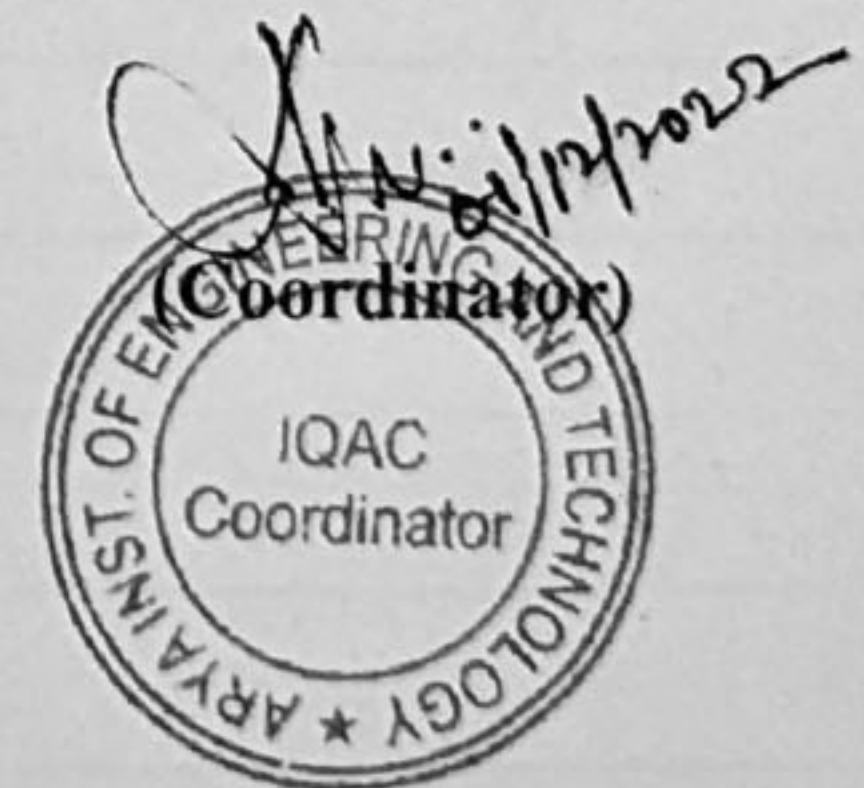
Copy to :

- All Members
- HOD of all Departments

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AIET/IQAC/2022-23/M/02   **Date : 09-12-2022**

MINUTES OF MEETING

Meeting of the **IQAC (Internal Quality Assurance Committee)** was held on 07th December, 2022 in the Board Room of ARYA Institute of Engineering & Technology to chalk out various academic and other activities in AIET for Odd Academic Semester Session of Year 2022-23.

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. Keshav Parashar
08. Mr. Pawan Sen
09. Ms. Shilpi Mishra
10. Dr. Pramod Sharma
11. Mr. Sandeep Jhamb
12. Mr. Chirag Arora
13. Mr. Kapil Karadia
14. Dr. Indu Gupta
15. Mr. Ankit Agarwal
16. Mr. Jitendra Prajapat
17. Mr. Shubham Mahajan
18. Mr. Kshitiz Agarwal

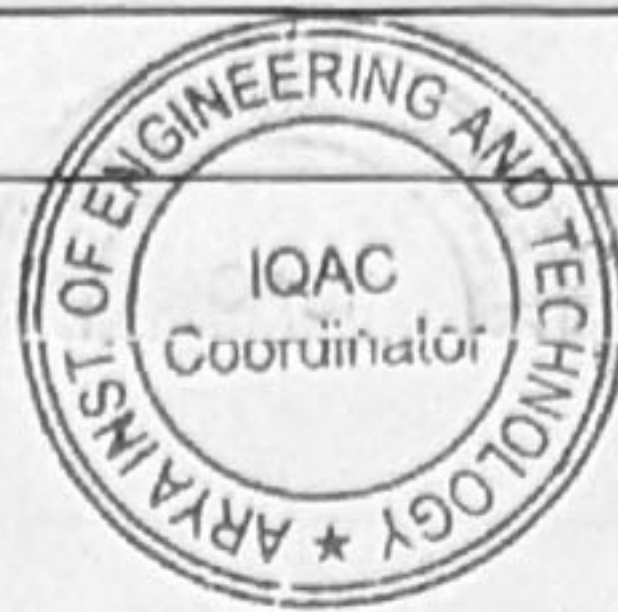The Coordinator of IQAC welcomed all the members.

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

To apply for Green Audit.

IQAC Coordinator informed the benefits of Eco-friendly & Sustainable Practice in the campus. Further he suggested that the college should apply for the Green Audit for the session 2022-23. Thereafter, the Board after the discussion, approved the proposal for the Green Audit and instructed to begin the process. Dr. Pramod Sharma & Mr. Kshitiz Agarwal were appointed to execute the process.

AGENDA – 03

To conduct AICTE Sponsored International Conference.

It has been discussed regarding the conduction of AICTE Sponsored Online International Conference (ICSNS-2023) under AICTE – Grant for Organizing Conference (GOC) scheduled to be held on 14th & 15th April, 2023. Thereafter, the IQAC Coordinator advised to do the preparation and necessary arrangements to make the 02 Days International Event successful. Dr. Rajkumar Kaushik was appointed to execute the preparation and execution.
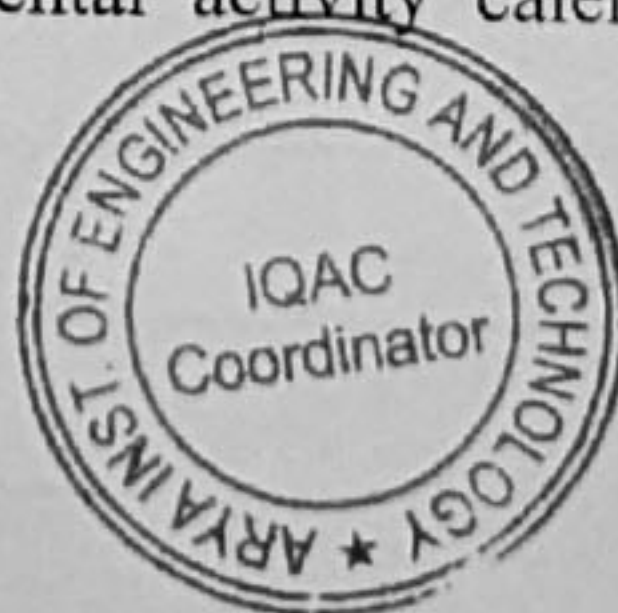
AGENDA - 04

To review AICTE Sponsored Smart India Hackathon.

The IQAC Coordinator informed that it is a matter of great pride that our Institute received a Grant of Rs. 10.67 Lacs from AICTE for conducting Smart India Hackathon (SIH) – Hardware Edition. He also highlighted that we were the only Institute of Rajasthan selected by the AICTE for the conduction of Smart India Hackathon (SIH) – Hardware Edition. Teams from across the county participated in the event. The Institute successfully organized the event and it was a great success.

AGENDA – 05

To plan various Academic Activities.

The IQAC Coordinator have discussed and asked all the departments to plan Academic Activities like FDP, Seminars, Expert Lecture, Workshops, Conferences related to Innovation, Entrepreneurship, Programming, Technology Transfer, Latest Market Trends etc. and submit their tentative departmental activity calendar for the smooth execution and success of the events.

AGENDA – 06

To review MOUs.

The IQAC Coordinator informed that the Institute has participated in the CEGR Event (Centre for Education Growth & Research). Further he informed that CEGR Event was a great platform to collaborate with various Institutions for Promotion of Education, Research and Skill Development Activities etc. Thereafter he also informed that Institute has signed MOUs with various Institutions like SAM Global University, LNCT - Bhopal, Gujarat Technological University – Ahmedabad, D. Y. Patil International University, IES University etc.

AGENDA – 07

To apply for NIRF.

It has been discussed regarding the college's raking and hence decided unanimously that Institute should start participating in NIRF every year. So, Mr. Kshitiz Agarwal was appointed as NIRF Coordinator 2023 to execute the application.

AGENDA – 08

To review Add-on Courses.

An evaluation was conducted on the ongoing Add-on Courses offered to the Students of 1st, 2nd, 3rd, and Final Year of all Branches. IQAC Coordinator also assessed the Content of Add-on Courses, Performance of the Trainers, Quality of Teaching, and Level of Understanding based on the Feedback received from the Students.
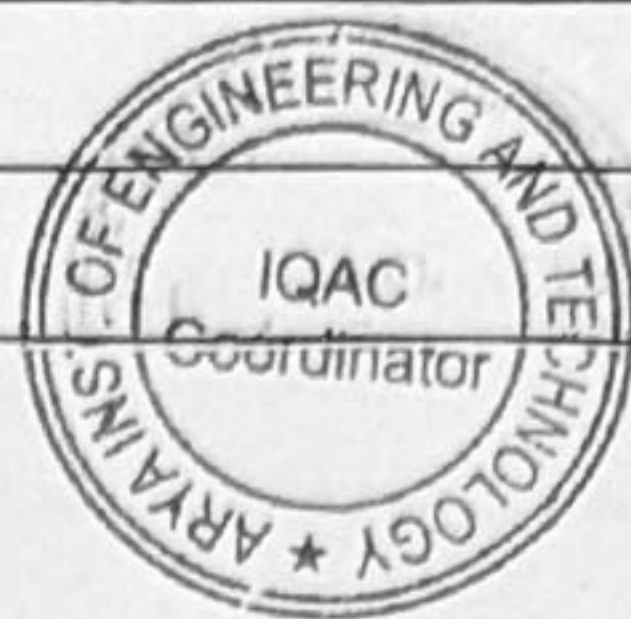
AGENDA – 09

To discuss Completion of Syllabus.

During the meeting, the IQAC Coordinator directed the Academic Committee to ensure the timely completion of the syllabus and submit the Semester Ending Report before the 2nd Mid Term Test. However, it was observed that a few subjects were progressing slower than expected, as per the weekly report presented by the Academic Committee. In response, the IQAC Coordinator instructed the committee to arrange extra classes to catch up the syllabus. This measure aims to maintain a balanced and efficient academic progress for the students, ensuring they have ample time to prepare for the mid term examinations.

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AGENDA – 10

To plan 2nd Mid Term Test, Result Analysis, & Action Report.

IQAC Coordinator instructed the Examination Cell to prepare the schedule for the 2nd Mid Term Test. Furthermore, he advised the Academic Committee once the Mid Term Test results are declared, they should arrange Remedial Classes for the students based on the Result Analysis and Feedback taken from the Students. This proactive approach will identify areas where students may need additional support and ensure that appropriate measures are taken to enhance their understanding and performance.

AGENDA – 11

To discuss Commencement of Even Semester Classes.

During the meeting, the commencement of even semester classes was discussed. The IQAC Coordinator directed the Academic Committee to prepare a detailed Institutional Academic Calendar before the commencement of the 4th, 6th, and 8th 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.

The meeting ended with formal vote of thanks to Chair.

COORDINATOR (IQAC)

Copy to :

- All Members
- HOD of all Departments

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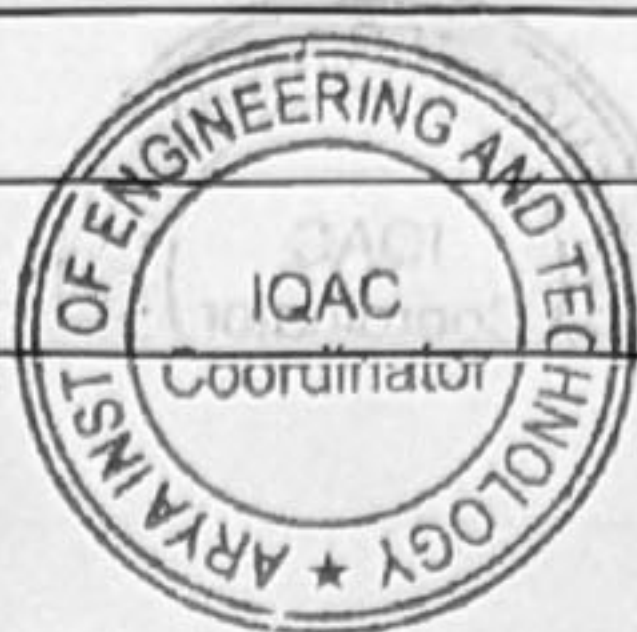SP-40, RIICO Industrial Area, RIICO-Kukas, Jaipur-302028
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Attendance Sheet (07-12-2022)

S.No.	Name of Member	Designation	Signature
01.	Dr. Himanshu Arora	Member Secretary	
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. Keshav Parashar	Member	
08.	Mr. Pawan Sen	Member	
09.	Ms. Shilpi Mishra	Member	
10.	Dr. Pramod Sharma	Member	
11.	Mr. Sandeep Jhamb	Member	
12.	Mr. Chirag Arora	Member	
13.	Mr. Kapil Karadia	Member	
14.	Dr. Indu Gupta	Member	
15.	Mr. Ankit Agarwal	Member	
16.	Mr. Jitendra Prajapat	Member	
17.	Mr. Shubham Mahajan	Member	
18.	Mr. Kshitiz Agarwal	IQAC Coordinator	

Action Taken Report of Internal Quality Assurance Cell
Meeting held on 07.12.2022

S.No.	Agenda	Action Taken
01.	To apply for Green Audit.	Reviewed
02.	To conduct AICTE Sponsored International Conference.	Reviewed and Confirmed
03.	To review AICTE Sponsored Smart India Hackathon.	Reviewed
04.	To plan various Academic Activities	Conducted
05.	To review MOUs.	Reviewed
06.	To apply for NIRF	Submitted
07.	To review Add-on Courses.	Reviewed
08.	To discuss Completion of Syllabus.	Completed
09.	To plan 2nd Mid Term Test, Result Analysis, & Action Report.	Conducted
10.	To discuss Commencement of Even Semester Classes.	Conducted

IQAC
Coordinator
ARYA INST. OF ENGINEERING AND TECHNOLOGY