ARYA College of Engineering (ACE)

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

(Affiliated to RTU
Approved by AICTE, New Delhi)

REAP Code : 1011

- Main Campus, SP-40, RIICO Industrial Area, Delhi Road
  Kukas, Jaipur - 302028 | Tel Ph. 0141-2820700
- www.aryacollegejpr.com
- Toll Free : 1800 102 1044

Ref: ACE/IQAC/2023-24/02   Date : 06-12-2023

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 **12th December, 2023** 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.   Participate in NIRF.
03.   Renewal of Green, Energy & Environment Audit.
04.   Planning of Commencement of Even Semester Classes.
05.   Recruitment of Teaching & Non-Teaching Staff.
06.   Review of Placement Report.
07.   Planning of Industrial Visit.
08.   Present the Action Taken Report of the Feedback Taken.
09.   Planning of Add-on Certification Courses.
10.   Planning of Development Programs for the Teaching & Non-Teaching Staff.
11.   Planning of Mid-Term Test - II.
12.   Planning of various Institutional Activities.
13.   Planning 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

IQAC COORDINATOR

Copy to :

- All Members
- HOD of all Departments

ACE/IQAC/2023-24/M/02   Date : 15-12-2023

MINUTES OF MEETING

Meeting of the **IQAC (Internal Quality Assurance Cell)** was held on **12th December, 2023** in the Board Room of ARYA College of Engineering to chalk out various academic and other activities in ACE for Academic Session of Year 2023-24.

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. 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. Ashutosh Sharma
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.

IQAC
Coordinator
ARYA COLLEGE OF ENGINEERING
KUKAS, JAIPUR

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AGENDA – 02

Participate in NIRF-2024.

The IQAC Coordinator discussed regarding the NIRF participation and informed that college has already registered application for NIRF-2024. Further he advised all the HODs to compile the required data for the same for the successful submission.

AGENDA – 03

Renewal of Green, Energy & Environment Audit.

The IQAC Coordinator informed the members that the renewal of Green, Energy & Environment Audit for the session 2023-24 will be due in March, 2024. Thereafter, He advised initiating the necessary preparations and implementing quality measures well in advance of the renewal date.

AGENDA – 04

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 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.

AGENDA – 05

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 2023-24 to ensure the smooth functioning of the institution.
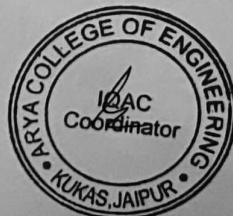
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AGENDA – 06

Review of Placement Report.

The TPO has presented the report of Training and Placement Cell and has informed the members about the status of campus placements, and students placed. All the placement data has been presented to the members and it has been decided unanimously to strengthen the T&P Department.

AGENDA – 07

Planning of Industrial Visit.

The IQAC Coordinator discussed regarding the planning of Industrial Visits for the students. Further he informed that such visits are an essential aspect of their education, providing them with practical exposure to real-world industry work culture. By visiting industrial facilities and companies, students can gain valuable insights into various industries, witness the application of theoretical knowledge in practice, and understand the day-to-day operations and challenges faced by professionals in their respective fields.

AGENDA – 08

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 – 09

Planning of Add-on Certification Courses.

The IQAC Coordinator discussed regarding the Add-on Certificate Courses for 4th, 6th, & 8th semester students. Thereafter he instructed HODs to plan Add-on Certificate, MOOC & FOSS Courses and submit the schedule accordingly.
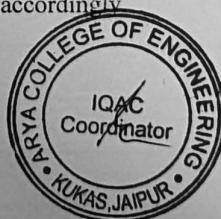
IQAC Coordinator
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AGENDA – 10

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

The IQAC Coordinator advised all HODs to plan development programs on latest trends for both teaching and non-teaching staff, to enhance their knowledge and skills. Furthermore, he requested the principal and HODs to plan CBC to improve the teaching skills.

AGENDA – 11

Planning of Mid-Term Test - II.

The IQAC Coordinator discussed regarding the second Mid-Term Test. Further, he advised all the HODs to complete syllabus timely and planning of second Mid-Term Test for 1st, 3rd, 5th & 7th semester students accordingly.

AGENDA – 12

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, Technical Training, 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.

AGENDA – 13

Planning of New ERP.

The IQAC Coordinator proposed upgrading to a new ERP System as the college prepares to enter NAAC Cycle-II Accreditation. He emphasized the numerous benefits this upgrade would bring, such as improved efficiency, data management, and automation. The members unanimously appreciated and endorsed the proposal.

The meeting ended with formal vote of thanks to Chair.

IQAC COORDINATOR

Copy to :

1. All Members
2. HOD of all Departments
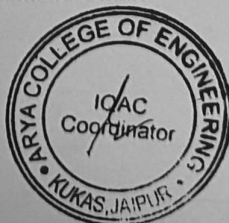
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Attendance Sheet (12-12-2023)

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. Keshav Parashar	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. Ashutosh Sharma	Member	
17.	Mr. Kshitiz Agarwal	IQAC Coordinator	

ARYA College of Engineering (ACE)

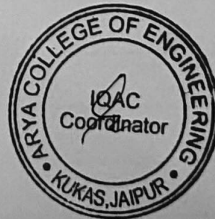Previously Known as Arya Institute of Engineering & Technology (AIET)

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Action Taken Report of Internal Quality Assurance Cell

Meeting held on 12.12.2023

S.No.	Agenda No.	Agenda	Action Taken
01.	02	Participate in NIRF.	Participated
02.	03	Renewal of Green, Energy & Environment Audit.	Renewed
03.	04	Planning of Commencement of Even Semester Classes.	Done
04.	05	Recruitment of Teaching & Non-Teaching Staff.	Ongoing
05.	06	Review of Placement Report.	Presented
06.	07	Planning of Industrial Visit.	Ongoing
07.	08	Present the Action Taken Report of the Feedback Taken.	Participated
08.	09	Planning of Add-on Certification Courses.	Done
09.	10	Planning of Development Programs for the Teaching & Non-Teaching Staff.	Ongoing
10.	11	Planning of Mid-Term Test - II.	Done
11.	12	Planning of New ERP	Ongoing