

Minutes of the Meeting

The 19th meeting of the Internal Quality Assurance Cell (IQAC) was held on 16th May 2025 at 3:00 P.M. in hybrid mode (Online/Offline). The meeting was chaired by Dr. Brajesh Varshney, Chairperson of IQAC.

Dr. Brajesh Varshney, Chairperson and Director of the institute, opened the meeting by extending a warm welcome to all members. He acknowledged their active participation and ongoing support in enhancing institutional quality.

Following members attended the meeting:

1. Dr. Brajesh Varshney	Chairperson	Present
2. Sh. Vipul Jain	Management Representative	Present
3. Dr. Rakesh Kumar Pandey,	Dean, Administration	Present
4. Dr. Neeraj Mishra,	Dean, Academics	Present
5. Dr. Ritu Kumari Singh,	Dean Student Welfare	Absent
6. Dr. Vivek Srivastava,	Dept. of Mechanical Engg.	Present
7. Mr. Rahul Singh	Dept. of Computer Science & Engg.	Present
8. Mr. Faraz Khan,	Dept. of Business Administration	Present
9. Mr. Mohd. Arif	Dept. of Elec. & Electronics Engg.	Present
10. Mr. Anurag Trivedi,	Registrar	Present
11. Mr. Khalid Mohammad,	Manager-Internal Audit	Present
12. Mr. Mohd. Arif,	Accreditation Coordinator	Present
13. Mr. Praveen Kumar Dwivedi	Assistant System Admin.	Present
14. Ms. Anita Sharma,	Librarian	Absent
15. Dr. Sanjay Mahendru,	Psychiatrist, Mahendru Psychiatric Center	Present
16. Ms. Shweta Yadav	Alumni	Present
17. Ishitta Sarkar	Student	Present
18. Mr. Akash Bhardwaj	Employer	Absent
19. Ms. Simi Agarwal	Industrialist	Present
20. Mr. Mohammed Ahmad Khan	Stakeholder	Present
21. Mr. Raj Kishore Maheshwari	Stakeholder	Absent
22. Ms. Nidhi G. Kapoor	IQAC Coordinator	Present

Ms. Nidhi G. Kapoor then initiated the agenda-wise proceedings.

Agenda 1: Review of Convocation (Held on 04-04-2025)

The Coordinator informed that the convocation was conducted smoothly with the presence of university dignitaries and active participation from students and parents.

Dr. Brajesh Varshney remarked that the feedback received from stakeholders was overwhelmingly positive.

Resolution:

It was unanimously decided to digitally archive the event and prepare a formal event report for documentation.

Agenda 2: Summer Internship & Project Planning for Final-Year Students

Dr. Neeraj Mishra, Dean Academics, emphasized the need for meaningful internships that align with students' academic goals.

Ms. Nidhi Kapoor suggested departments establish strong industry linkages.

Dr. Varshney supported the idea and encouraged outcome-based planning for internships.

Resolution:

Departments will collaborate with relevant industries and ensure internship outcomes are mapped to course objectives.

Agenda 3: Mid-Semester Autonomous Exam Analysis

The Coordinator presented an analysis of student performance in the mid-semester autonomous examinations, along with observations on question paper moderation.

Dr. Rakesh Kumar Pandey, Dean Administration, suggested early activation of the moderation board to improve paper quality.

The Director agreed and reinforced the need for standardization.

Resolution:

The moderation board will be activated at least one week prior to final approval of exam papers.

Agenda 4: Improvement of Assessment Practices

Ms. Nidhi Kapoor shared feedback received from students regarding internal assessment practices, highlighting the need for greater transparency.

Ms. Nishu Bhadoriya, Assistant Dean Student Welfare, recommended using rubrics for uniform evaluation.

The Director endorsed the implementation of rubrics-based assessment.

Resolution:

All departments shall adopt rubrics-based evaluation for lab work, presentations, and project assessments starting from the next semester.

Conclusion:

The meeting concluded on 4:00 p.m. with a vote of thanks by the Coordinator, expressing gratitude to all members for their valuable inputs and continued support.

Ms. Nidhi G. Kapoor
Coordinator (IQAC)

Dr. Brajesh Varshney (Director)
Chairperson (IQAC)

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