Meerut Institute of Engineering & Technology
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Date: 14.09.2024

Minutes of Meeting of IQAC Meeting (13th) held on Sep 13, 2024 in HRD Room

An IQAC meeting (13th) was conducted on Sep 13, 2024 in HRD Room wef 11:00 am. The agenda of this meeting and attendees is attached here with.

The outline of the discussions held/outcome of the meeting are mentioned hereunder:

1. **Agenda 1-** The Minutes of the 12th IQAC meeting which was held on Feb 24, 2024 were summarized briefly by the IQAC Coordinator and same is approved by the IQAC members.
2. **Agenda 2 –** The Action taken report of the 12th IQAC meeting was presented by the IQAC Coordinator and same is approved by IQAC members.
3. **Agenda 3 –** The schedule of Internal Audit (session 2023-24, even Sem) was sent to department across the institute and departments are requested to conduct audit as per schedule and auditors are requested to submit audit report as per prescribed format to IQAC.
4. **Agenda 4 – (a)** The identified curriculum gaps received from departments according to syllabus were communicated to affiliating university by Director and The IQAC asked to Department to identified curriculum gaps as per batch attainment and from feedback received through different stack holders and will take action accordingly. Coordinator explained the Institute academic calendar, the same is approved by IQAC members and asked to department to prepare departmental academic calendar in align with institute calendar with incorporating all activities concerned to curriculum planning.

   (b) All the HODs were requested to take-care of all the measures to fill the identified curriculum gap, to improve the academic performance of the students concerned and to ensure conduct of activities /events / trainings / seminar / workshop / expert lecture / industrial visit / internship / skill leaving / delivery of content beyond syllabus, value added courses / multi-disciplinary project / projects and /or courses related to IKS etc. Further, take all suitable measures as per the observations of PO-PSO attainment and actions to be taken (keeping / maintaining all the records concerned at department level).
5. **Agenda 5 –** Work related to mentor - mentee and weak and bright students (Identification Criteria, Measures to be taken) - as per C-01 and C-02; was discussed and approved by IQAC members for further compliance.
6. **Agenda 6 -**The procedures/formats pertaining to Academic Monitoring, Academic Data and OBE related formats, as attached herewith, were approved with the consent of all concerned. These are to be used for regular record-keeping / academic monitoring purposes.
7. **Agenda 7 -**There is no updating in the assessment tools, attainment levels, pattern of question paper and quality of question papers and assignments (internal assessment) etc. Hence, on-going adopted procedures are to be followed. However, dept. may update these with the approval of DQAC concerned.
8. **Agenda 8 -** All the Head of Departments were requested for:

a. Framing /Reviewing /Updating /CO-PO-PSO Mapping of 2024-25 Session (i.e. I/II/III IV Year of 2024-25; as per OBE-03) and its submission to IQAC with display at MIET Website.

b. CO-PO/PSO Mapping of batch passing out in 2024-25 (as per OBE-04; including I/II/ III/IV year of 2021-2025 batch) and its submission to IQAC with display at MIET website.

9. **Agenda 9-** CO-PO/PSO Attainment of batch passed-out in 2023-24 with Observations and Measures to be taken (OBE-07 with OBE-05/06) and its submission to IQAC.
10. **Agenda 10 –** As result has been declared for third and final year by AKTU, so coordinator asked to department for the result analysis as per format AM-10 and same will presented as per schedule that will be communicated in due course of time.
11. **Agenda 11 –** It is asked to department to submit the various feedbacks (submitted by concerned stake-holders) and analysis report with Measures # even Sem 2023-24 to IQAC.
12. **Agenda 12 –** The IQAC Coordinator explained the various activities that took place in various departments from July to august 2024. Alumni talk / sports and cultural activities should be organised at department level to strengthen the student.
13. **Agenda 13 –** The IQAC coordinator explained NIRF 2025 data collection formats and weightage of NIRF criterion. Director asked to coordinator to circulate NIRF – 2025 formats to all concerned.
14. **Agenda 14 –** The IQAC coordinator explained about autonomous of institute and Director asked to coordinator to circulate data collection formats to all concerned.
15. **Agenda 15 – (a)** Course files and lab manual are to be prepared as per prescribed checklist. The quality of contents is to be reviewed at department level through respective DQAC.
    (b) The IQAC Chairman explained placement tracker and project tracker and same were approved by IQAC members. Placement tracker and Project tracker has to be maintained by the students and subsequent marks will be provided to students keep in mind of these trackers.

The meeting was adjourned at 12.30 pm with thanks to everyone. The minutes of meeting are prepared by IQAC Coordinator and approved by undersigned.

(Dr. Sanjay Kumar Singh)
Director

Copy for Information and necessary action to:

⇒ Hon'ble Chairman and Vice-chairman
⇒ All the IQAC Members

Praveen Kr. Chakravarti
IQAC - coordinator