

# Internal Quality Assurance Cell

Delhi Technological University

Delhi – 110042

## MINUTES OF THE MEETING OF IQAC, HELD ON 25<sup>th</sup> AUGUST 2017

F.No.DTU/IQAC/Minutes/2016-17/33

Dated: 31/8/2017

A meeting of the heads of the academic departments, deans, Director & associate directors of IQAC was held on 25<sup>th</sup> August 2017 at 04.00 PM in Admin Block, room No-307. The following were present:

1. Prof. Yogesh Singh, Hon'ble Vice Chancellor, Chair person
2. Prof. Narendra Kumar, Director IQAC
3. Dr. Rajan Yadav, Associate Director IQAC — *Suman 2/9/17*
4. Rajesh Rohilla, Associate Director IQAC
5. Manoj Sethi, Associate Director IQAC
6. Mr. Arun Gupta, Alumni
7. Prof. Nirendra Dev, Head, Department of Civil Engineering (Member, IQAC)
8. Prof. R.S Mishra, Head, Department of Mechanical Engineering — *2/9/17*
9. Prof. Archana Rani, Head, Department of Chemistry
10. Prof. Sangita Kansal, Head, Department of Mathematics — *Manoj 11/9/17*
11. Prof. Rajni Jindal, Head, Department of CSE
12. Prof. Seema Singh, Head, Department of Humanities — *2/9/17*
13. Dr. Seba Susan, Department of Information Technology — *2/9/17*
14. Prof. A.K Gupta, Head, Department of Environmental Engineering
15. Prof. S. INDU, Head, Department of Electronics & Communication Engineering
16. Prof. S.C Sharma, Head, Department of Applied — *Manish 21/09/17*
17. Dr. Kamal Pathak, COE — *21/09/2017*
18. Shri. Shiv Kuamr Shankar, Consultant

The following resolutions were made regarding the setting of the benchmarks of academic activities:

### 1. Benchmark of classes to be engaged

All the heads of the academic departments are advised to ensure 100% of the scheduled classes to be engaged in each semester but not below than 85% under exceptional circumstances/happenings.

### 2. Benchmark of Test/Quiz/ Assignments etc

The number of assignment/quiz/test to be conducted should not be less than four excluding the mid semester examinations. The heads of the departments/faculty concerned should maintain the proper record of assignment/quiz/test for the purpose of accreditation by NAAC, NBA, and ISO like institutions.

### 3. Feedback Forms

The students and their parents are required to submit feedback forms duly filled online for onward submission to IQAC. Admit cards are to be issued only after submission of online feedback forms.

### 4. Student Data Base

There should be a common/centralised student data base to avoid any discrepancy between registration, enrolment, admission and award list.

### 5. Annual Report/Annual Quality Assurance Report (AQAR)

- (a) Annual Report/Annual Quality Assurance Report (AQAR) to be prepared as per the academic year i.e. 01 Aug. to 31 July
- (b) It will include department wise academic improvement, if any

- (c) Proper information to be maintained by each department regarding the students going to higher studies.

#### 6. IQAC Workshop

One/two days Training workshop to be organised during 1<sup>st</sup> week of October in order to educate all faculty members regarding academic quality and standards.

#### 7. Departmental coordinator for IQAC

All the academic departments including T & P are advised to nominate coordinator to provide necessary information to IQAC from time to time.

#### 8. Website

It is proposed to have IQAC website for getting feedback from the students, communication with different departments, providing online academic records required by IQAC by different departments. This will help in maintaining data efficiently, timely, accurately without any duplicacy and delay. Each department will be provided a login on IQAC website to upload academic information online. The performance, guidelines, AQAR etc will also be available in IQAC website.

#### 9. NIRF Ranking

To apply for ranking of the University in National Institutional Ranking Framework (NIRF).

  
(Dr. NARENDRA KUMAR)  
Professor and Director, IQAC

31-8-2017

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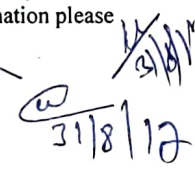
Dated: 31/8/2017


Copy to

1. P.A. to Hon'ble VC for kind information please
2. P.A. to Pro VC Prof .S.K Garg for kind information please.
3. P.A. to Pro VC Prof Annu Lather for kind information please
4. P.A. to Registrar for kind information please
5. Sh. Rajesh Rohilla, Associate director
6. Sh. Rajan Yadav, Associate director
7. Sh. Manoj Sethi, Associate director
8. All HODs

Manoj  
31/8/17

  
31/8/17

  
31/8/17

  
(Dr. NARENDRA KUMAR)  
Professor and Director, IQAC