

Minutes of Meeting

3rd Meeting of IQAC

8/21/2024

M. L. V. Textile & Engineering College, Bhilwara



M. L. V. Textile & Engineering College, Bhilwara
(A constituent College of Rajasthan Technical University, Kota)
INTERNAL QUALITY ASSURANCE CELL
AICTE - F. No. North-West/1-43655739323/2024/EOA, 17 May 2024



Minutes of Meeting: 3rd Meeting of IQAC

3rd meeting of Internal Quality Assurance Cell (IQAC) was held on August 20, 2024 in Room No. 1 @ MLVTEC, Bhilwara. Following members attended the meeting:

1. D. N. Vyas, Principal (Additional Charge) & Chairman (IQAC)
2. Dr. Kamal Chand Jain, Associate Professor (Physics)
3. Smt. Sarita Chouhan, Assistant Professor (ECE)
4. Sh. Dinesh Kumar Sharma, Assistant Professor (ME) & HoD
5. Sh. Rajeev Agarwal, Assistant Professor (Chemistry) & HoD
6. Sh. Jitendra Kumar Meena, Assistant Professor (TC)
7. Sh. Suraj Kumar Gupta, Visiting Faculty (ME)
8. Sh. Vinod Melana, Industrialist and Secretary, "APNA SANSTHAN"
9. Sh. Anil Arora, Steno (English)
10. Sh. Ansh Tiwari, Student Member (Final Year B. Tech. Information Technology)

Following invitees (HoDs and faculty members) also attended the meeting

1. Smt. Deepti Sharma, Associate Professor & HoD (Textile Technology)
2. Sh. Deo Kumar Das, Associate Professor & HoD (Textile Chemistry)
3. Sh. Nitesh Chouhan, Assistant Professor & HoD (Information Technology)
4. Dr. Ritesh Kumar Saraswat, Assistant Professor & HoD (CSE-IoT)
5. Sh. Krishna Gopal Bhadada, Associate Professor
6. Dr. Harshvardhan Saraswat, Assistant Professor (Textile Technology)

Following members / invitees could not attend the meeting:

1. Sh. Anurag Jagetiya, Assistant Professor (IT)
2. Smt. Hareetaa Mallani, Assistant Professor & HoD (ECE)
3. Smt. Meenu Munjal, Assistant Professor (Textile Technology)
4. Sh. L. N. Somani, Accounts Officer
5. Sh. Vijay Agarwal, Alumni & Managing Director (Calvintex, Bhilwara)
6. Sh. Shyam Verma, Alumni & CEO, Ready Bytes Software Labs, Bhilwara



At the outset, Principal and Chairman (*Ex-officio*) welcomed all the members and invitees. He briefed all present in the house about the need of agenda items and importance of the content therein. He emphasized on skilling up the students making them future ready and competent enough to venture in to their respective world of work. The members discussed the agenda items at length and resolved the following unanimously:

Item No.	Agenda Title	Resolution
3.1	To consider the report of IQAC activities undertaken during 2023-24	Report was appreciated and noted. It was suggested to include Students' Club activities in the report from next time. All present were requested to contribute
3.2	To consider the modification in Academic Audit formats	Proposed format were perused and accepted. HoD (TT/TC/BS) were requested to submit the academic audit report of the odd semester (session 2023-24) to the office ASAP. Academic audit shall be practiced every semester.
3.3	To consider the Academic Performance Report of the students during odd semester of 2023-24	The report was perused and HoDs of academic departments were requested to make in-depth analysis of the same so as to take necessary steps for improving the Performance Quality Index.
3.4	To consider the strategic action plan for the academic session 2024-25	It was agreed to execute the plan in the light of past experience of academic performance at department level. All the HoDs were requested to conduct department level meeting and make strategic plan for betterment of students' academics through effective TL process during 2024-25 and make it a regular practice in the time to come.
3.5	To consider the initiatives to be taken up towards employability enhancement	As per approval of Hon'ble Vice-chancellor, RTU, Kota it was accepted to take up employability enhancement activities. All the HoDs were requested to prepare and execute the plan for enhancement of employability by promoting the additional efforts as per contemporary requirement of the world of work as per the proposed format. It was also accepted to draw a part of maximum marks allocated for internal assessment and associate it with such activities.
3.6	To consider the Hand Book of HoD	Hand Book was accepted and adopted. Also resolved to make possible and acceptable alteration, if any, in next sitting of IQAC.
3.7	To consider organizing co-curricular activities at department level	Accepting the truth that the co-curricular activities are equally important for keeping pace with the fast moving technological advancements, the intentions of proposal were well taken and agreed upon.

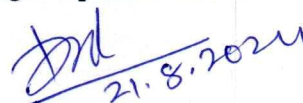


		All the HoDs were requested to organize co-curricular activities throughout the semester.
3.8	To consider the methods of enhancing students' classroom engagement	<p>All the HoDs were requested to sensitize the issue among faculty members in their respective department and evolve the mechanism to address the issue. Faculty members may be requested to innovate in methods of content delivery and organize periodical but unannounced quiz related to the subject they teach both theory and practical.</p> <p>It was suggested and accepted that the class coordinator should visit the parents of randomly selected student at least once or twice a semester. This will enhance classroom engagement of students resulting in better academic performance and their acceptability in the world of work.</p>
3.9	To consider new tool for calculating CO - PO - PSO attainment	<p>New tool was demonstrated before the members in the house to facilitate the faculty members, through HoD, in calculating CO - PO - PSO attainment. HoD's were requested to share this new soft tool with all the faculty members engaged in teaching so as to maintain a uniform readymade format.</p> <p>It was suggested to make this tool futuristic and more effective. Which was agreed upon.</p>
3.10	To review the departmental teaching hours and restructuring of subject allocation	Proposed modal was accepted in principal adhering to AICTE norms and intentions of Quality Improvement Schemes of State / Central Government.
3.11	Any other item Reconstitution of IQAC and its decentralization at department level	As per approval of Hon'ble Vice-chancellor, RTU, Kota it was accepted to decentralize the IQAC and thereby agreed to reconstitute the IQAC. Office order to this effect will be issue by the Principal.

All the annexures (Annexure 1 to Annexure 7) attached to agenda are part of these minutes.

The members and invitees extended appreciation of efforts made by Sh. Suraj Kumar Gupta, Visiting Faculty (ME) in preparing the result analysis, soft tool for CO - PO - PSO attainment under OBE, and other documents related to IQAC and Mr. Ansh Tiwari, B. Tech. Final Year (IT) student and through him the publication club team for sincere efforts in bringing out periodical newsletter "NEWS PARKING".

The meeting ended with vote of thanks to all.


21.8.2024

D. N. Vyas
Principal (Additional Charge) &
Chairman (Ex-officio), IQAC

Day & Date: Wednesday, August 21, 2024

Principal
M.L.V. Textile & Engineering College
BHILWARA