

# **DRONACHARYA**

## **College of Engineering**

Khentawas, Farrukh Nagar, Gurugram, Haryana  
Approved by: All India Council for Technical Education (AICTE), New Delhi  
Affiliated to: Maharshi Dayanand University (MDU) Rohtak, Haryana

**Notice No: DCE/GGN/Admin/2021-22/38**

**Date: 4th January, 2022**

### **NOTICE**

All the Academic and Management Council members are hereby requested to attend the committee meeting on 7th January, 2022 at Conference Hall at 12:30 P.M. Attendance is compulsory.

### **AGENDA of the Meeting**

- To confirm resolution of previous meeting's issues.
- To review odd semester teaching of B.Tech and M.Tech Programme.
- To discuss the curricular aspects of the Academic Programs and suggest improvements.
- To discuss action taken against feedback of different stakeholders.
- To discuss about NAAC Re-Accreditation Readiness.
- To discuss about Medical certificate policy.
- To discuss about conducting mentoring sessions for student.
- To discuss about faculty development initiatives
- To discuss strategies for implementing future plans for next academic year.
- Any other point of discussion with the permission of the Chair.

### **Copy to:**

1. Principal
2. Registrar
3. All HOD's



IQAC Coordinator

# **DRONACHARYA**

## **College of Engineering**

Khentawas, Farrukh Nagar, Gurugram, Haryana  
Approved by: All India Council for Technical Education (AICTE), New Delhi  
Affiliated to: Maharshi Dayanand University (MDU) Rohtak, Haryana

### **MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT COUNCIL HELD ON JANUARY 7<sup>th</sup> 2022**

The meeting was held on Friday, January 7, 2022 at 12:30 P.M. at the conference hall. The following members were present:

Head of the Institution	Dr. Isha Malhotra
Senior Faculty	Dr. Ashok Kumar
	Dr. Ashwani Kumar
	Dr. Ashima Mehta
	Dr. Vimmi Malhotra
	Dr. Dimple Sapru
Registrar	Dr. Hansraj Yadav
Administrative Official	Dr. Yashwardhan Soni
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Megha Goel
Alumni	Naman Bajgoti
Student	Ishita Sehgal (3 <sup>rd</sup> Year, CSE)
Parent	Shiv Kumar Sharma

**Opening Remarks:** IQAC coordinator welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that help the college to improve work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee. It is a 'participative' and 'facilitative' unit that would closely work with the faculty members & staff members to plan out the best possible strategies for the betterment of the system of the college. The points will be kept in records and the the following agenda points were discussed and decision taken:

- To confirm resolution of previous meeting's issues.

All members confirmed for the resolution of all the issues pertaining to academic and non-academic matters.

- To review odd semester teaching of B.Tech and M.Tech Programme.

The HODs expressed their satisfaction regarding teaching of curriculum courses. It was observed that the attendance of the students was satisfactory.

All members shared their strategies for conducting classes.

- To discuss the Academic Programs and suggest improvements.

Curricular aspects of all the Academic Programs were discussed and it was observed that there is need to focus upon the growth of the slow learners. It was suggested to take more doubt classes for them.

- To discuss action taken against feedback of different stakeholders.

The IQAC coordinator informed the members about the action taken against the feedback received from all stakeholders in improving the college's overall performance.

- NAAC Re-Accreditation Readiness

The criteria heads (1-7) of NAAC were assigned and were advised to document the information. The data collection pertaining to extended profile was assigned to Dr. Hansraj (Registrar, DCE)

- Medical Certificate policy

Dr. Yashwardhan Soni presented the Medical Certificate Policy. IQAC Coordinator apprised that no medical application will be accepted after the circulation of detainee list. The student will have to submit the documents and application within a week of his rejoining.

IQAC coordinator added that the departments should be very particular in refining the genuine cases among the applications received from the students.

Students to be informed by the faculty members and mentors not to skip their classes until it is very urgent. In case any student is not able to present then he/she should inform the department immediately.

All the members appreciated the modification done in the form by Dr. Yashwardhan and assured for the implementation in their departments.

- To discuss about conducting mentoring sessions for student.

It was proposed that students must be encouraged to participate in various competitions held in the college premises or outside.

- Faculty Development Initiatives

Initiatives to be taken by all the departments to organize FDPs on relevant and emerging technologies

- To discuss strategies for implementing future plans for next academic year

Future plan of action was also discussed and it was concluded that more focus should be laid upon uplifting slow learners and motivating all to participate in various competitions organized within the college or by outside agencies.

As no other point of discussion was left, the meeting was declared as closed.



Handwritten signatures of meeting participants:

- Isaa
- Soni
- Mulhale
- Arif
- Megha
- Samer
- Decho
- Ashini
- Ashwin
- Shit