

DRONACHARYA

College of Engineering

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

Notice No: DCE/GGN/IQAC/2022-23/39

Date: 27th January, 2023

NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on 28th January, 2023 at Conference Hall at 10:30 A.M. Attendance is compulsory.

AGENDA of the Meeting

- To confirm resolution of previous meeting's issues.
- To review even semester teaching of B.Tech and M.Tech Programme.
- Ensuring the Quality of Question papers and assessments.
- To discuss about conducting mentoring sessions for student.
- To discuss on implementing Green Campus Initiatives.
- To discuss on conducting regular Skill Development Workshops.
- To discuss on Remedial Class Conduction.
- 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: Gurugram University, Gurugram

MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT COUNCIL HELD ON 28th January, 2023

The meeting was held on Saturday, 28th January, 2023 at 10:30 A.M. at the conference hall. The following members were present:

Head of the Institution	Dr. Isha Malhotra
Senior Faculty	Dr. Ashok Kumar
	Dr. Vimmi Malhotra
	Dr. Yashwardhan Soni
	Dr. Ashima Mehta
	Dr. Ashwani Kumar
Registrar	Dr. Hansraj Yadav
R & D Head	Dr. Dimple Saproo
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Megha Goel
Alumni	Naman Bajgoti (SDE II Swiggy)
Student	Divyanshu Kataria (R&A 3 rd Year)
Parent	Pradeep Kumar Jha

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 nonacademic matters.

- To discuss even semester teaching of B.Tech and M.Tech Programme.

All members discussed the strategy to follow in forth coming semester to improve the results and more students are involved in research practices. Also motivation must be given to students to participate in extra- curricular and co-curricular activities.

- Ensuring the Quality of Question papers and assessments.

IQAC Coordinator emphasized that the faculty members must be sure that the questions should not be repeated, and more logical and conceptual questions must be there in the question paper. He further added that the students must be encouraged to read the textbooks instead of depending on quantum. This can be done only when the faculty members enhance the quality of questions.

It is very important for all the departmental moderation committee to be very vigilant while moderating the question papers, the committee should check that the repetition of questions should not occur in addition to the language of the questions must be appropriate as per the standards.

- Planning for NAAC Accreditation

All members discussed and planned to start the process of NAAC reaccreditation in the coming semester.

- To discuss about conducting mentoring sessions for students.

Students must be encouraged to participate in various competitions held inside/outside the college premises. The HODs were advised to inform faculty members to prepare audio/video recordings of the lectures/experiments for the benefits of the students.

- To discuss on implementing Green Campus Initiatives.

Adopting sustainable practices like waste management, energy conservation, and promoting the use of renewable energy sources to create an eco-friendly campus environment were some of the initiatives to carry.

- To discuss on conducting regular Skill Development Workshops.

It was decided to organize workshops and training sessions on soft skills, communication, and leadership to enhance the employability of students.

- Remedial Class Conduction

It is discussed that Remedial Classes are only for learning purposes not for attendance. No remedial classes will be scheduled on Sundays or holidays. The suggestion is given by the house that no attendance may be marked for remedial classes or attendance improvement. Students must complete the notes themselves to improve the writing habit.

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

A collection of handwritten signatures in blue ink, arranged in three rows. The first row contains four signatures: 'Asha', 'Mullhate', 'Ashwin', and 'Ashwin'. The second row contains five signatures: 'Megha', 'Decho', 'Namar', 'Samer.', and 'Divyanshu'. The third row contains three signatures: 'Asha', 'Ashwin', and 'Boni'.