

# **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/2023-24/ 13**

**Date: 21 July, 2023**

### **NOTICE**

All the Academic and Management Council members are hereby requested to attend the committee meeting on 22 July, 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 odd semester teaching of B.Tech and M.Tech Programme.
- Planning for activities in AY 2023-24
- To discuss about revising the R&D policy.
- To discuss about Student orientation Programme.
- To communicate the PO attainment levels to all the HODs.
- AQAR submission guidelines.
- To review NBA accreditation documents.
- To discuss action taken against feedback of different stakeholders.
- Any other point of discussion with the permission of the Chair.

### **Copy to:**

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



**IQAC Coordinator**

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### **MINUTES OF THE MEETING OF ACADEMIC AND MANAGEMENT COUNCIL HELD ON 22<sup>nd</sup> July, 2023**

The meeting was held on Saturday, 22<sup>nd</sup> July, 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 (Industrialist)
	Mr. Sandeep Ghai (Employer)
IQAC Coordinator	Dr. Megha Goel
Alumni	Naman Bajgoti ((SDE II Swiggy)
Student	Anjali Aswal (ECE 3 <sup>rd</sup> Year)
Parent	Ms. Kalpana Mishra

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 odd 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.

- Planning for activities in AY 2023-24

It is discussed that on the grounds of activities conducted in AY 2022-23, similar activities can be planned in AY 2023-24. Apart from this, the focus is also required on Industry-Institute Interaction, Internship, Industry Projects and Placements. The activities currently are on-going and the progress is satisfactory. The review would be taken at regular intervals.

- To discuss about conducting Extension activities.

It was advised to all the members to conduct more extension activities for students and staff through online/offline mode and to take initiatives for Plastic Free Campus.

- To discuss about revising R&D Policy

The members present discussed revising the R&D policy and reward systems for faculty and students.

- To discuss about the Student Orientation Program

All the members discussed about the conduction of orientation program for first year students.

- Discussion on AQAR submission

Heads were assigned for all the criteria (1-7) and prepare data within 3 months' time period.

- Review of NBA accreditation documents.

The attendees were advised to present the criteria wise documents and to plan for mock drill 2-3 times before final NBA expert team visit.

For the NBA expert visit, the departments CSE and CSIT have to submit the details of general facilities and the criteria-wise in charge name list was proposed.

For the general criteria from 8-10, the NBA coordinator will coordinate the proof document for review.

- To discuss action taken against feedback of different stakeholders.

The IQAC coordinators informed the members about the action taken against the feedback received from faculty members, alumni and students in improving the college's overall performance.

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

A collection of handwritten signatures in blue ink, including names like Asha, Ashwin, Ajali, Anshu, Pulhate, Samer, Megha, Decho, Navar, Y. Bani, and Ashwin.