

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/2024-25/01

Date: 5th December 2024

NOTICE

All the Academic and Management Council members are hereby requested to attend the committee meeting on **7th December, 2024** in Conference Hall at 4:00 P.M. Attendance is compulsory.

AGENDA of the Meeting

- Review & ATR of previous minutes of meeting
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body in the prescribed format
- To discuss first sessional and PUT academic performance of the students.
- To discuss academic internal and external academic audit.
- To discuss about organizing technical and cultural fest.
- Enhancing research and development activities.
- Any other point of discussion with the permission of the Chair.

Copy to:

1. Director
2. Registrar
3. All HOD's
4. NAAC Coordinator

Neelam

IQAC Coordinator

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON July 8th 2024, Monday

Referring to the circular **DCE/GGN/IQAC/2024-25/01** dated **5th July 2024, Friday**, the meeting was held on 8th July 2024, Monday at 3:30 P.M. at the conference hall.

The following members were present:

Head of the Institution	Prof. (Dr.) Isha Malhotra
Senior Faculty	Dr. Ashok Kumar
	Dr. Yashwardhan Soni
	Dr. Ashima Mehta
	Dr. Ashwani Kumar
	Dr. Vimmi Malhotra
	Dr. Dimple Saproo
Registrar	Dr. Hansraj Yadav
Administrative Official	Dr. Neha Chauhan
	Dr. Pooja Sharma
External experts	Dr. Sameer Kumar
IQAC Coordinator	Dr. Neelam Bhardwaj
Alumni	Piyush Garg

Proceedings of the Meeting:

1. The meeting commenced with a welcome address by Prof. (Dr.) Isha Malhotra (Chairperson). She extended gratitude to all members for their participation and encouraged active engagement in the discussions.
2. **Review & ATR of previous minutes of meeting:** The IQAC Coordinator Dr. Neelam Bhardwaj discussed previous meeting's minutes, highlighting key discussions and action points. The progress on assigned tasks was assessed, with updates on completed and pending initiatives. Challenges faced during implementation were discussed, along with possible solutions. The committee agreed on the next steps to ensure timely execution of remaining actions.

3. She discussed about the Preparation of the Annual Quality Assurance Report (AQAR) of the college based on the quality parameters/assessment criteria developed by the relevant quality assurance body in the prescribed format on or before deadline.
4. **Discussion on first sessional and PUT academic performance of the students:** Student performance in sessional and PUT were discussed and plan of action to improve the result in university exam is discussed.
5. **To discuss academic internal and external academic audit.** Discussion on Internal Academic Audit and External Academic Audit is made and plan of action is made accordingly.
6. **To discuss about organizing technical and cultural fest.** The IQAC Coordinator initiated a discussion on organizing a technical and cultural fest to enhance student engagement and holistic development. The committee explored potential themes, event formats, and collaboration opportunities with industry and alumni.
7. **Enhancing research and development activities.** The IQAC Coordinator emphasized the need to enhance research and development activities to foster innovation and academic growth. Strategies such as increasing research funding, industry collaborations, and faculty-student research initiatives were discussed
8. **Any other point of discussion with the permission of the Chair.**

The meeting ended with vote of thanks by Dr. Neelam Bhardwaj (IQAC Coordinator.)

Isaa

Neelam

Ashish

Abhishek

Arif

Yash

Pulhate

Dechen

Deenhan

Pijush Garg

Kogila