

Dhirajlal Gandhi College of Technology

INTERNAL QUALITY ASSURANCE CELL

DGCT/IQAC/MOM/2018-2019/01

Date: 15.06.2018

CIRCULAR

Sub.: Perspective plan for the members of IQAC – 2018 – 19

The Internal Quality Assurance Cell (IQAC) meeting is to be held on 15.06.2018 in Board Room at 11.00am. All the members are requested to attend the meeting. The agenda for the meeting is as follows.

AGENDA:

1. An outlook of action plan taken for the decisions made in the previous IQAC meeting.
2. Teaching and Learning
3. NBA process
4. Examination and Evaluation methods
5. Plan for Research and Development
6. Action Plan for Placement & Training
7. Faculty Development Program
8. Steps to improve quality in Academic and Administrative Audit(AAA)
9. Industry Interaction/Collaboration
10. Infrastructure Development


Director IQAC


Chairperson IQAC

The following points were discussed:

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on May 2018.

- Totally 50 Faculty members attended Faculty development program, Workshops and Paper presentations.
- 3 Major projects and 14 Minor Projects have been completed.
- 1 Major project and 1 Minor project are ongoing.
- 57 Research publications in Journals and Conference proceeding have been published by the faculty members.
- Out of 428 students, 374 Students got placed in 86 different companies.

2. Director – IQAC discussed the following points and approved

S.No.	Points Discussed	Action Plan	Responsibility
1	Teaching and Learning	<ul style="list-style-type: none"> • Need to prepare different strategies to minimize the gap between student's knowledge and skill. • Utilization of Books, Journals and E-Resources. • Planned to conduct Teaching and Learning methodologies for faculty members. 	Dean – Academics & All HOD's
2	NBA process	<ul style="list-style-type: none"> • All the departments have started NBA process and follow the outcome based on academics. • Planned to conduct NBA awareness program for Faculty members 	IQAC Director
3	Examination and Evaluation methods	<ul style="list-style-type: none"> • The assessment for theory courses will be carried out by three cycle tests, two intensive tests and one model examination. • Based on internal assessment, four phases of marks needs to be uploaded in the university website. 	IQAC Chairperson & Exam Coordinator
4	Plan for Research and Development	<ul style="list-style-type: none"> • Faculty members are encouraged to write articles for publication in journals and to present papers in National and International Conferences. • To conduct national level conferences and workshops every year to encourage faculty members and students to present and publish papers. 	Dean – R&D



5	Action Plan for Placement & Training	<ul style="list-style-type: none"> • Provide Training in Aptitude, Technical and Soft skills. • Company Specific Training (CST) needs to be provided to the students before attending each Placement Interview. • Need to categorize the placement willing and not willing students. • More than 90% of the willing students should get placed within Feb 2019. 	Director – Placement and Training
6	Steps to improve quality in Academic and Administrative Audit(AAA)	<ul style="list-style-type: none"> • Academic Audit and Administrative Audit needs to be done by Internal & External Auditors. 	IQAC Director
7	Industry Interaction/Collaboration	<ul style="list-style-type: none"> • To meet the industrial needs, MoU's/Collaborations with different industries has been planned to improve the job opportunities of the graduates. • To arrange guest lectures and planning for industrial visits. 	All HOD's and Director – Placement and Training
8	Infrastructure Development	<ul style="list-style-type: none"> • The infrastructure and development committee scrutinizes the requirements once in the semester. 	IQAC Chairperson


Director IQAC




Chairperson IQAC

Dhirajlal Gandhi College of Technology

INTERNAL QUALITY ASSURANCE CELL

DGCT/IQAC/MOM/2018-2019/02

Date: 17.05.2019

CIRCULAR

Sub.: Perspective plan for the members of IQAC – 2018 – 19

The Internal Quality Assurance Cell (IQAC) meeting is to be held on 17.05.2019 in Board Room at 11.00am. All the members are requested to attend the meeting. The agenda for the meeting is as follows.

AGENDA:

1. An outlook of action plan taken for the decisions made in the previous IQAC meeting.
2. Progress in Research and Development
3. Value Added Programmes
4. Development of Non-teaching faculties competency
5. Action plan for Co-curricular and Extra-curricular activities of Students
6. Review of Academic Audit and Action Plan
7. Admission Process
8. Institutional Best Practices
9. In-plant Training and Internship for Students
10. Feedback Collection
11. Placement


Director IQAC


Chairperson IQAC

The following points were discussed:

1. Director – IQAC explained the action taken report of the previous IQAC meeting held on June 2019

S.No.	Points Discussed	Action Plan taken
1	Teaching and Learning	<ul style="list-style-type: none"> Conducted workshop on Teaching and Learning methodologies for faculty members on 29.06.2019
2	NBA process	<ul style="list-style-type: none"> Conducted NBA awareness program for Faculty members on 07.11.2019 and 08.11.2019
3	Examination and Evaluation methods	<ul style="list-style-type: none"> Students attended three cycle tests, two intensive tests and one model examination. Based on internal assessment, four phases of marks was uploaded in the university website.
4	Plan for Research and Development	<ul style="list-style-type: none"> Faculty members have attended 23 Seminars/Workshops and presented 20 papers. Faculties attended national level conferences and workshops for other college students.
5	Action plan for Placement and Training	<ul style="list-style-type: none"> Provided Training in Aptitude, Technical and Soft skills. Company Specific Training(CST) was provided to the students before attending each Placement Interview. Categorized the placement willing and not willing students. 90% of the willing students got placed.
6	Steps to improve quality in Academic and Administrative Audit(AAA)	<ul style="list-style-type: none"> Academic Audit was done by External Auditors(Mr. Shankar, Ms. Rajeshwari and Mr. Mahendiran). Suggestions were given for further improvement. Based on that further plans will be executed.
7	Industry Interaction/Collaboration	<ul style="list-style-type: none"> Arranged guest lectures and industrial visits to students.
8	Infrastructure Development	<ul style="list-style-type: none"> The infrastructure and development committee scrutinized the requirements.



2. Director – IQAC discussed the following points and approved

S.No.	Points Discussed	Action Plan	Responsibility
1	Progress in Research and Development	<ul style="list-style-type: none"> Faculty members have attended 23 Seminars/Workshops and presented 20 papers. Faculties are motivated to get Research Funding and Development of more Research culture in Laboratories. 	Dean – R&D
2	Value Added Program(VAP)	<ul style="list-style-type: none"> Conducted 15 Value added programs Nearly 450 students have completed and certified in VAP. 	All HOD's
3	Development of Non-teaching faculties competency	<ul style="list-style-type: none"> Conducted four training programs for Supporting staff members 	All HOD's
4	Co-curricular and Extra-curricular activities of Students	<ul style="list-style-type: none"> Followed activities are reviewed – Symposium, Nakshatra, Engineers day, Cultural day, Sports Day 	All HOD's
5	Review of Academic and Administrative Audit	<ul style="list-style-type: none"> To maintain the transparent financial transactions, balance sheet is submitted to the respective government authorities 	IQAC Director
6	Admission Process	<ul style="list-style-type: none"> Counseling awareness program will be conducted for School students. Bridge course needs to be planned before the academic year 	IQAC Chairperson & Admission Coordinator
7	Institutional Best Practices	<ul style="list-style-type: none"> Following two best practices were selected for uploading in AQAR web portal <ol style="list-style-type: none"> Rainwater Harvesting Sewage Treatment Plant 	All HOD's
8	In-plant Training and Internship for Students	<ul style="list-style-type: none"> Students from all the departments have undergone In-plant training, Internship and Hands-on practices 	Director – Placement & Training
9	Feedback Collection	<ul style="list-style-type: none"> To develop areas of improvement HOD's collected the feedback on curriculum aspects, courses and syllabus from different stakeholders such as the Students, Teachers, Employers, Alumni and Parents. 	All HOD's
10	Placement	<ul style="list-style-type: none"> 90% of the willing students got placed. 	Director – Placement & Training

Director IQAC



Chairperson IQAC