

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC) HELD ON 27-08-2025 AT 3:30 P.M**

A meeting of faculty/IQAC Members held on 27/08/2025 at 3:30 PM under the Chairmanship of the Director /Principal, M.G. Govt. Engineering College, Kotla (Jeori). The following were present:

1. Prof. Rakesh Kumar, Director-cum-Principal
2. Dr. Amitesh Sharma, Assistant Professor (Mech. Engg.) cum OIC - Mech. Engg.
3. Mrs. Bedatrayee Saha, Assistant Professor (Civil. Engg.) cum OIC - Civil Engg.
4. Mr. Sunil Sharma, Assistant Professor (AS&H) Physics, cum Coordinator-IQAC
5. Dr. Nishant Mehra, Assistant Professor (Civil Engg)
6. Sh. Bhagat Ram, Assistant Professor (AS&H) Mathematics
7. Dr. Vikas Bharti, Assistant Professor (AS&H) Chemistry cum OIC-Academics
8. Mr. Deepak Thakur, Assistant Professor (Mech. Engg.)
9. Mrs. Pooja, Assistant Professor (Management)
10. Mr. Ankit Sharma, Assistant Professor (CSE)
11. Sh. Krishan Chand, Supdt. (Grade-I)
12. Mr. Arun Sharma Vice-Pradhan, Jeori cum Member-IQAC
13. Ms. Tanuja, JE (HPPWD) cum Member-IQAC
14. Ms. Palak Garla, CR, 7<sup>th</sup> Sem, Civil Engg.
15. Ms. Saankriti Sharma, CR, 3<sup>rd</sup> Sem, Civil Engg.

At the outset, the Chairman welcomed all Committee members and apprised them with the importance of IQAC in the Institute. Coordinator-IQAC discussed all 07 criteria in detail in the meeting. The following points related to SAR(NAAC) were discussed and decided in meeting:


Sr. No.	Criteria wise	Activities	Action to be taken by
1	Curricular Aspects	<ul style="list-style-type: none"><li>• Involvement of faculty in Curriculum design, review and updates</li><li>• Academic Flexibility, Industry relevance and interdisciplinary approach</li><li>• <b>Feedback mechanisms from students and stakeholders</b></li></ul>	HODs/OICs
2	Teaching-learning and Evaluation	<ul style="list-style-type: none"><li>• Teaching methodologies, e-learning and Innovation and creativity in teaching-learning</li><li>• <b>Deptt. Activities Calendar</b></li><li>• <b>Department wise Vision and Mission</b></li><li>• <b>Statements &amp; Attainment of POs, PEOs, PSOs &amp; COs etc</b></li><li>• <b>Course File/Practical Record (Including learning objectives, teaching plans, assignments and assessment strategies)</b></li><li>• Expert lectures and industrial visits</li></ul>	HODs/OICs
3	Research, Innovations and Extension	<ul style="list-style-type: none"><li>• <b>Research projects, funding and publications</b></li><li>• Extension Activities: NSS programs, NCC, important National days, medical camps, sports, cultural activities, community service initiatives,</li></ul>	HODs/OICs NCC/NSS/Sports /Cultural/SWA



		and awareness campaigns (like Swachh Bharat Abhiyan) through geotagged photos and reports.	Coordinator
4	Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>Laboratory and Workshop Facilities (<b>List of Experiments, equipments, time table, instructions to be displayed in each lab</b>)</li> <li><b>Regular visit of students and faculty to the library and access library e-resources</b></li> <li>Computing Resources (Computer labs, software and hardware)</li> <li>ICT infrastructure and e-Governance tools</li> <li>Campus facilities (classrooms, labs, workshops) Safety and security systems (Fire safety, CCTV etc.), Maintenance work</li> <li>Library resources (Automation of library, collection of rare books, manuscripts etc.)</li> </ul>	HODs/OICs/ Coordinator Workshop  AP CSE  Maintenance In-charge  OIC Library
5	Student Support and Progression	<ul style="list-style-type: none"> <li><b>Remedial classes for weak students</b></li> <li><b>Grievance redressal mechanism</b></li> <li>Scholarships and financial assistance for students</li> <li><b>Alumni Activities</b></li> <li><b>Career counselling mentoring sessions, placement and internship activities</b></li> </ul>	HODs/OICs Supdt. G-I OIC Scholarship Coordinator Alumni Cell TPO
6	Governance, Leadership and Management	<ul style="list-style-type: none"> <li>Organizational structure, leadership and decision-making</li> <li>Financial planning, budgeting, and resource management</li> <li>Faculty Development Programmes (FDPs)</li> </ul>	Supdt. Grade-I, SA  HODs/OICs
7	Institutional Values and Best Practices	<ul style="list-style-type: none"> <li>Gender equity, Environment sustainable initiatives</li> <li>Community service and social responsibility programs (Start Up, Hackathon, Red Ribbon club, NCC and all related activities)</li> </ul>	HODs/OICs  Start-up / RRC/NCC/NSS Coordinator

**It was decided that work on bold marked activities need to be initiated or improved in future by all concerned at the earliest.**

Meeting ends with the vote of thanks to the chair.

  
**Director/Principal**  
**MGGEC Kotla (Jeori)**  
 Dated: 29/08/2021

Endst No. GEC/KJR/Meeting/Vol-1/2021 -1908-1912

CC to

1. HODs/OICs (Acad, AS&H, CE, ME) for information and necessary action.
2. Mr. Arun Sharma Vice-Pradhan, Jeori cum Member-IQAC and Ms. Tanuja, JE (HPPWD) cum Member-IQAC for information.
3. Coordinator-IQAC for information and necessary action.
4. Coordinator-Institute Website for uploading it on the Institute website.
5. Circulation file for the information of the all the staff/faculty members.

  
**Director/Principal**  
**MGGEC Kotla (Jeori)**  
 Page 2 of 2