



**ACADEMIC YEAR - 2023-24**  
**ODD SEMESTER**  
**INTERNAL QUALITY ASSURANCE CELL**

**29.11.23**

**IQAC meeting for the month of Nov'23 was held on 28.11.23 between 12.30pm and 1.45pm. IQAC Coordinator briefed on the following points during the meeting.**

**Agenda for the meeting**

- Assignment verification committee report
- Lab monitoring committee
- Activity summary report
- Faculty Development plan -Dec'23
- SWAYAM report
- Curriculum review for even semester
- Assessment plan for even semester courses
- Value addition initiatives report- odd semester
- AQAR 2022-23 (metricwise plan)

**Status of submissions**

1. Virtual Lab execution status for courses as per format to be submitted
2. NPTEL sessions execution along with outcome attainment and evaluation to be submitted.
3. Content Beyond Syllabus coverage (both theory and lab)
4. Curriculum analysis report for the courses and departmental initiatives (format issued earlier)
5. Assessment Plan coursewise along with target. IQAC member to check CO for courses and recommend in consultation with HoD
6. Swayam completion status report. Minimum 1 course per student per semester to be completed.
7. Activity summary report by all departments, units, clubs, wings. IQAC department member to ensure submission by all in-charges.

**(s.no 4-7 submitted. 1-3 will be submitted within a week)**

**Assignment verification committee report**

Department verification member to submit reports on or before 20.12.2023.

**Lab monitoring committee**

Committee will visit and check lab execution status. Lab time-table are to be submitted to committee members.

### **Activity summary report**

Review on 2022-23 odd semester activity by departments was made. Institute level target was insisted. Members were requested to track and brief the same during DRM and support target attainment.

### **Faculty Development plan -Dec'23**

IQAC is proposing to organize during 21.12.23 and 22.12.23. Detailed session plan will be made and circulated.

### **SWAYAM report**

ODD semester SWAYAM completion status was reviewed. As per plan execution was made. Mechanical department has completed Online course for II year students by the guidance of department IQAC member.

### **Curriculum review for even semester, Assessment plan for even semester courses**

Report on curriculum review, assessment plan for even semester courses are to be submitted during first week of jan'24.

**Value addition initiatives report- odd semester are to be submitted.**

### **AQAR 2022-23 (metricwise plan)**

Metricwise schedule will be planned for submission. Departments are requested to be prepared for submission.

  
IQAC Coordinator 29/11/23

  
PRINCIPAL 29/11/2023