

PROCEEDINGS OF THE MEETING OF IQAC

A meeting of the members of IQAC working committee and HoDs was held in the conference room of the Administrative Block on 02 July 2017 at 02.00pm.

The following members were present in the meeting:

1. Prof. Jamal Mohd. Arif - Pro-Vice Chancellor
2. Dr. Syed Nadeem Akhtar- Director, Planning & Research
3. Prof. T. Usmani - Dean, Education
4. Prof. A.K. Saxena - Dean, Commerce & Management
5. Prof. Aqil Ahmad - Controller of Examinations
6. Dr. Syed Aqeel Ahmad - Director, HRDC
7. Dr. Mohd. Haris Siddiqui- Director, IAST & Head, Dept. of Bioengineering
8. Prof. Syed Hasan Saeed - Head, Dept. of Electronics and Communications
9. Dr. Zubair Khan - Head, Dept. of Mathematics
10. Mr. Kavita Agarwal - Head, Dept. of Computer Science & Engineering
11. Dr. Monauwer Alam - Head, Dept. of Electrical Engineering
12. Prof. Neelam Pathak - Head, Dept. of Biosciences
13. Prof. V.S. Chandel - Head, Dept. of Physics
14. Dr. Adeel Maqbool - Head, Dept. of Management
15. Dr. Khwaja Moeed - Principal, Polytechnic
16. Dr. Adnan Khan Lodhi - Head, Dept. of Education
17. Dr. Khurram Ashraf - Head, Dept. of Architecture
18. Dr. Naved Ahmad - Library In-charge
19. Prof. Abdul Rahman Khan - Dean, Faculty of Science, Director, IQAC

The following agenda items were discussed:

1. Confirmation of last minutes of meeting
 2. Review of various departmental activities
 3. To focus on Improving Teaching learning skills of the faculties
 4. Discussion on placement activities by strengthening the corporate relations.
 5. Discussion on increasing the extension activities useful to the nearby area
 6. Encouraging research potential of the teachers
 7. Eco-friendly measures to reduce consumption of electrical energy
 8. Any other item with the permission of Chair
- 1) The minutes of the meeting held on 28 December, 2016 were confirmed.
 - 2) All HoDs briefed the members regarding the various activities held in the department. The DPR asked the HoDs to maintain a half yearly report of the activities in every session conducted in the department and inform the others in need for the development done by doing or following the said activity.

- 3) This year we are planning to fetch the grant from various funding agencies like UGC, AICTE etc. Our major focus should be to get the funding for Major Projects. For generating awareness among the students we are encouraging & promoting our undergraduate students to do the projects of such a level to file the Patents.
- 4) The Director of IQAC, Dr. AR Khan raised the point about strengthen the activities related to teaching learning enhancement. All the HOD's agreed to conduct various Faculty and Staff Development Programs. To arrange the Seminar/ Workshops/Conference for Improving teaching learning skill.
- 5) Discussed the planning about special efforts such as planning various training program such as "How to face the Interview" "Aptitude test" "Mock Interviews" etc.,
- 6) Various activities like "Free Medical Camp", "Swatch Bharat" "Blood Donation Camp" etc was planed and conducted successfully for considering social responsibility of individuals.
- 7) The various activities are decided to be plan to generate awareness among the staff about Eco- friendly measures. The review and audits on status of eco-friendly measure are taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

The meeting ended with Vote of Thanks to the Chair.



(Prof. Abdul Rahman Khan)
Director, IQAC