G. L. Bajaj Institute of Technology and Management, Greater Noida

Internal Quality Assurance Cell

Minutes of the Meeting of IQAC (Held on 29/05/2024)

Ref. No.: GLBITM/IQAC/2024/01

Date: 30/05/2024

Venue: HR Room

Members Present:

1.	Dr. Manas Kumar Mishra, Director GLBITM	: Chairman
2.	Dr. Rudra Pratap Ojha, Professor, CSE Deptt.	: Head, IQAC
3.	Dr. Shashank Awasthi, Member BoG	: Member
4.	Dr. Dinesh Kumar Singh, Professor, ECE Deptt.	: Member
5.	Dr. Jay Singh, Professor, EEE Deptt.	: Member
6.	Dr. Vineet Sengar, Professor, MBA Deptt	: Member
7.	Dr. Pankaj Goel, Professor, ASH Deptt.	: Member
8.	Dr. Arvind Mishra, Professor, ASH Deptt.	: Member
9.	Dr. Paramita De, Associate Professor, IT Deptt.	: Member
10.	Mr. Gaurav Bhatia, Associate Professor, MCA Deptt.	: Member
11.	Mr. Devesh Tyagi, Assistant Professor, CE Deptt.	: Member
12.	Mr. Santosh Rana (Administration)	: Member
13.	Mr. Rajan Mishra, (Student Representative)	: Member
14.	Mr. Sunil Dutt, Registrar	: Special Invitee
15.	Dr. V.R. Mishra, Head-ME, Dean Career Development	: Special Invitee
16.	Dr. M.S. Naruka, DSW	: Special Invitee
17.	Dr. Mayank Singh, Dean R&D	: Special Invitee
18.	Dr. Naresh Kumar, Dean ACSE	: Special Invitee
19.	Dr. R.K. Mishra, Head-ASH Deptt.	: Special Invitee
20.	Dr. Madhu Gaur, Head-MCA Deptt.	: Special Invitee
21.	Dr. Prashant Mukherjee, Head-CE Deptt.	: Special Invitee
22.	Dr. Sansar Singh Chauhan, Head-CSE Deptt.	: Special Invitee
23.	Dr. Satyendra Sharma, Head-ECE Deptt.	: Special Invitee
24.	Dr. P.C. Vashist, Head-IT Deptt.	: Special Invitee
25.	Dr. Mohit Bansal, Head-EEE Deptt.	: Special Invitee
26.	Dr. Vikash Tripathi, Head-MBA Deptt.	: Special Invitee
27.	Dr. Purnendu Shekhar Pandey, In-charge IPR, DGM GLBCRI	: Special Invitee
28.	Dr. Tarun Kumar Gupta, Associate Professor, ME Deptt.	: Special Invitee

Dr. Manas Kumar Mishra, Chairman - IQAC welcomed all the members present in the meeting. He congratulated Dr. Shashank Awasthi, Dean Strategy for appointment of Associate Dean (Alumni) of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

Item No. 1. To confirm the minutes of the meeting of 12th IQAC meeting

Chairman IQAC read all points (minutes of meeting) of previous meeting held on 08/11/2023 and asked clarification if any. Members present agreed and approved the same.

Item No. 2. NAAC Accreditation

Chairman IQAC proudly announced that the institution has been awarded an A+ grade by the National Assessment and Accreditation Council (NAAC). The Chair expressed appreciation for the collective efforts of all members and stakeholders in achieving the A+ NAAC grade and congratulated all the members and stakeholders. Chairman IQAC suggested IQAC members to start preparation of the AQAR for year 2023-24.

Item No. 3. NBA Accreditation

The Chairman IQAC introduced the agenda and invited members to discuss the proposal to initiate the process of obtaining NBA (National Board of Accreditation) accreditation for MBA and MCA programs. IQAC members and special invitees unanimously agreed on the importance and benefits of NBA accreditation, highlighting its role in enhancing the quality and recognition of our programs. In the meeting, it was decided that to support of the preparation of NBA accreditation for the MBA and MCA departments, the following members has been nominated for respective department:

- Dr. Sansar Singh Chauhan, HoD, CSE Deptt.
- Dr. Mohit Bansal, HoD, EEE Deptt.

The chair requested both to coordinate with the respective departments and prepare the roadmap with discussion, and it is expected that the committee shall submit their report to IQAC with a detailed roadmap by the end of June 2024.

Item No. 4. NIRF Ranking 2024

The Head of IQAC informed all the present members that the that the NIRF Ranking 2024 data has been successfully submitted.

Item No. 5. Feedback Analysis 2022-23

The feedback analysis report of various stakeholders was placed by Head IQAC in the meeting. The suggestions and the corrective actions of the respective departments was suggested in the meeting. The chair appreciated the efforts of the IQAC members and departments for their efforts.

The Head IQAC also requested all HoDs to conduct the feedback from all key stakeholders (Students, Teachers, Employers, Alumni, parents etc.) and teaching learning feedback of the current semester and submit the final report to the IQAC office by July 25, 2024.

Item No. 6. Result Analysis of Academic Session 2022-23

The result analysis of Academic Session 2022–23 was placed by the Head IQAC in the meeting. Some suggestions were discussed in the meeting. Along with the result, the respective departments also suggested their own corrective measures for the betterment of the result in the coming session, which were approved after the rigorous discussion in the meeting. The IQAC requested that HoDs prepare an action plan in the coming session to overcome the problems related to the result. On the basis of the result analysis, the Chairman IQAC suggested all HoDs, the students of the 1st year who have achieved marks greater than 8.5 CGPA, to motivate them for NPTEL courses and academic activities from the 3rd semester.

Item No. 7. Academic and Administrative Audit report of Academic Session 2022-23

The Head IQAC placed the report of Academic and Administrative Audit of Academic Session 2022-23 in the meeting. The compliance of the audit was also submitted by all the departments. The members present in the meeting discussed on the audit report and the compliance submitted by the respective departments. After the discussion, Chairman IQAC suggested all HoDs to prepare the action plan to overcome the issues which were indicated by the auditors. Chairman IQAC appreciated the effort of the IQAC members and members of the auditors.

Item No. 8. Gender Audit

The Gender audit committee presented the report audited report in the meeting. The report on gender audit was discussed in the meeting. Some observations and suggestions are highlighted in the report

- Encourage participation from all genders and create an inclusive environment that values diversity.
- Foster information dissemination on gender sensitization and equality through various channels such as induction programs, seminars, debates/quiz competitions, and newsletters.
- Increased patrolling squad, improved hygiene practices in washrooms.
- Conduct regular training programs and workshops to sensitize the staff and faculty members about gender equity, gender biases.
- Establish support services specifically tailored to address the needs and concerns of female students, such as counseling services, mentorship programs, and career guidance initiatives.
- Encourage the use of inclusive language and communication practices that avoid reinforcing gender stereotypes and promote respect for all genders.
- Promote opportunities for women's leadership and active participation in student organizations, clubs, and extracurricular activities.
- Facilities like complaint box and CCTV surveillance must be shown to all the students for awareness.

- Continuously monitor and evaluate the progress of gender equity initiatives and policies. Collect feedback from students and stakeholders to identify areas for improvement and ensure ongoing efforts towards gender equity.

The chair appreciated the effort of Dr. Satyendra Sharma, (HoD, ECE Department) and Dr. Vineet Sengar (Professor, MBA Department and Member of IQAC). The Chairman IQAC requested presiding officer ICC to conduct the various activities on gender equity and requested DSW, Dr. M.S. Naruka to promote women's leadership and participation in student's clubs and extra-curricular activities.

Item No. 9. Research and Development (R & D) Policy

The Research and Development (R & D) policy was discussed in the meeting by Dr. Mayank Singh (Dean R & D). After a detailed discussion, the revised R&D policy was approved by the members present in the meeting, and IQAC requested that Chairman IQAC place the policy at the next meeting of BoG for approval.

Item No. 10. Initiatives to improve Research Ecosystem

Dean (R & D) presented the research report of the Institute and briefed the initiatives to improve research ecosystem. The initiatives are:

(i) Monthly collection of data related to research publication
(ii) Conducting the meeting with individual faculty members who have not published the research papers. The publication difficulties are discussed by the R&D department on regular basis with faculty members, and provides the best possible solutions and motivates them for research.
(iii) Proposed to publish Magazine for research report of quarterly basis
(iv) Proposal for research incentive distribution on quarterly basis
(v) Proposed different category of Award on Techer's day (5th September)

The chair appreciated the effort of Dr. Mayank Singh (Dean, R & D) for constructive approaches to research and development.

Item No. 11. Initiatives for Placement and Training

Dean (CDC), Dr. V.R. Mishra, presented the details of the training conducted for students and plans for the coming days also. He presented the initiatives taken by the CDC for the improvement of the students' employability and knowledge enhancement. The initiatives are:

i. Improvement in Attendance:
Students are categorized into following categories as per their attendance in Training and development Classes. Regular communications are made, and a weightage (Indicated with categories) is provided into placement score:
(a)   V. Sincere   (5%)
(b)   Sincere   (3%)
(c)   Warning   (1%)
(d)   Insufficient attendance   (0%)

ii. Creation of Competitive environment: The students are assessed on various difficulty levels (Easy, Medium, Tough) and based upon weighted average; they are categorized into undermentioned categories:
    i. Expert
    j. Proficient
    k. Learner
    l. Beginner
The students are motivated by keeping the above categories dynamic (where in the students can be promoted/demoted based on their performance and sincerity in their existing groups). Swayam series has been created where the students are mentored by industry experts and allowed to improve themselves.

iii. Placement Score: Placement Score is created for students, based upon which they are preferred for allowing to appear for selection process conducted by recruiters. It Depends upon the number of students allowed to appear by respective recruiter.

iv. Company specific Placement score: Attendance, History of performance along with performance in company specific practice assessments are considered with specified weightage and recommendation list for a particular recruiter is prepared for further processing.

v. Self-assessment: Regular self-assessment form is filled by the students to enable CDC to arrange additional lectures/practice sessions for the students. Self-assessment is supplemented by assessment records to ensure improvement in student competency.

The chair appreciated the effort of CDC for these good initiatives.

Item No. 12. Alumni Events

Head Alumni, Dr. Madhu Gaur briefed the activities conducted by the alumni cell and informed that two alumni chapter (London and Dubai) has been established and organized the alumni meet of the same. She also proposed for the establishment of two chapters (Pune and Bengaluru) in the coming months and the proposal was approved unanimously.

Item No. 13. Annual Report 2023-24

In the meeting, it was decided that to prepare the annual report of the Institute and entrusted the task to the following members:

- Dr. Ganga Sharma, Associate Professor, CSE (DS) Deptt. - Coordinator
- Ms. Priya Sahai, Assistant Professor, CSE (AIML) Deptt. - Member
- Ms. Bhairvee Singh, Assistant Professor, CSE Deptt. - Member
- Ms. Ashu Goel, Assistant Professor, CSE (AI) Deptt. - Member

The chair requested committee members to prepare and submit Institute Annual Report 2023–24 to IQAC by end the month of July 2024.

Item No. 14. Faculty Appraisal Policy

Head HR, Ms. Rekha Singh presented on the faculty appraisal policy. Some suggestions were given by the members in the meeting and decided that to circulate this all the HoDs, Deans and respective section heads for more suggestions.

Item No. 15. Any other matter

1. Dr. Dinesh Singh, Member IQAC, suggested reviewing the vision and mission of the institute as well as all the departments. The committee unanimously approved the proposal, and the committee members' authorized Chairman IQAC to take the appropriate action.
2. Head IQAC informed the committee members that the renew of QS I-GAUGE Rating is due on August 2024. Chairman IQAC requested the members of IQAC to take the QS I-GAUGE Rating preparation on priority.
3. Chairman IQAC informed the members present in the meeting the application for the recognition of the college under Section 2(f) of the UGC Act 1956.

With no further agenda to be discussed, the meeting ended with a vote of thanks to Chair.

Dr. Rudra Pratap Ojha
Head, IQAC

Dr. Manas Kumar Mishra
Chairman, IQAC