

**Vidya Pratishthan's  
Kamalnayan Bajaj Institute of Engineering & Technology**

**Internal Quality Assurance Cell**

**Notice**

Date: - 03/07/2023

All IQAC committee members are hereby informed that a meeting is scheduled on 08/07/2023 at 2.00 pm in the Conference Hall.

Agenda of the meeting:

1. Follow-up of the previous meeting.
2. To chalk out the plan of action for the academic year 2023-24.
3. Teaching plan
4. Result analysis & corrective actions
5. NEP 2020 awareness & implementation
6. Planning for the Autonomy
7. MOOC/IIT Spoken tutorials
8. NAAC, NBA, NIRF & compliance as per NBA committee report & NAAC report
9. Report on academic activities
10. Virtual Lab
11. Internship, R& D activity
12. Higher studies and Entrepreneur Development cell activities
13. Purchase
14. Value added programs
15. Collaboration with Industry for extension, outreach activities.
16. Subject if any with the permission of the chair

All concerned members are requested to remain present at the scheduled time and place.



Principal

VPKBIET

# **Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology**

## **Internal Quality Assurance Cell**

Minutes of Meeting

Date: 8 / 7 / 2023

Item No. 1: Follow-up of the previous meeting

Resolution: The minutes of the last meeting of the previous academic year were read and confirmed.

Item No. 2: To chalk out the plan of action for the academic year 2023-24

Resolution: The members reviewed the strategies planned and implemented during the last academic year and chalked out the plan for the academic year 2023-24

Item No. 3: Teaching Plan

Resolution: IQAC members carried out detailed discussion about preparation of the Teaching Plan.

Item No. 4: Feedback, result analysis & academic audit

Resolution: IQAC members discussed feedback, result analysis & academic audit.

Item No. 5: NEP 2020 awareness & implementation

IQAC members carried out detailed discussion about awareness & implementation of NEP 2020

Item No. 6: Planning for Autonomy preparation

IQAC members carried out detailed discussion planning for the Autonomy.

Item No. 7: MOOC/IIT Spoken tutorials

Resolution: To enhance learning more emphasis should be given on Online platforms like Swayam-NPTEL, IIT spoken, Coursera, edX, Udemy etc.

Item No. 8: NAAC, NBA, NIRF & compliance as per NBA committee report & NAAC report

Resolution: In view of preparation for Accreditations, the updated guidelines & NBA committee report & NAAC are discussed in detail.

Item No. 9: Report on academic activities

Resolution: Dean presented a report on academic activities. He mainly focused on ICT based classroom teaching

Item No. 10: Virtual Lab

Resolution: To conduct laboratories experiments, it is decided to adopt modern technical tools like Virtual lab

Item No. 11: R & D and Internship Activity

Resolution: It was resolved to strengthen Industry interaction, Training & Placement and Internship activities.

Item No. 12: Higher studies, competitive Exam, and Entrepreneur Development cell activities

Resolution: It was resolved to promote and motivate students by conducting a series of sessions for Competitive Exam, Higher studies and Entrepreneur Development cell.

Item No.13: Purchase

Resolution: Requirement of new learning resources is discussed.

Item No.14: Value added programs

Resolution: It was resolved to promote value added programs.

Item No.15: Collaboration with Industry for extension, outreach activities

Resolution: It was resolved to conduct extension outreach activities by collaborating with nearby industries

Item No.16: Subject if any with the permission of chair.

Planning for the formation of BOS

Resolution: IQAC members carried out detailed discussion planning formation of BOS for the Autonomy.

  
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# Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

## Internal Quality Assurance Cell

### Action Taken Report of Meeting dated 8<sup>th</sup> July, 2023

To implement the decisions of the above-mentioned meeting, the following actions were taken:

| Sr. No. | Issues  | Action Taken  |
|---------|---|---|
| 1       | Chalk out the plan of action for the academic year 2023-24                    | As per discussion and approval of IQAC members action plan is prepared.   |
| 2       | Teaching Plan   | Teaching Plan is prepared as per the guidelines and effective implementation of the same will be monitored by respective HoDs and Dean academics. |
| 3       | MOOC/IIT Spoken tutorials   | Students and faculty members will be motivated to enroll for MOOC/IIT Spoken tutorials.   |
| 4       | NEP 2020 & Autonomy planning  | faculty members will be motivated to enroll NEP 2020 program & every dept. will do the planning for the Autonomy                                  |
| 5       | NAAC, NBA, NIRF, compliance of NAAC & NBA report                              | NAAC, NBA and NIRF respective coordinators & Head will maintain follow up and coordinator IQAC will monitor the progress.                         |
| 6       | Virtual Lab   | Virtual lab coordinator will conduct sessions for faculties and students on effective usage of virtual lab.                                       |
| 7       | R & D and Internship Activity   | IIIC and T&P coordinator will strengthen Industry interaction, Training & placement & Internship activities.                                      |
| 8       | Competitive Exam, Higher studies and Entrepreneur Development cell activities | Respective Heads (Higher studies, GATE, GRE , EDC) will promote activities.   |
| 9       | Purchase  | Following items will be purchased: IEEE subscription, Digital library Access, e-Journals and software & other equipment's as per the budget       |
| 10      | Value added programs  | Students will be motivated to enroll for Value added programs   |
| 11      | Planning for the formation of BOS   | HoD will plan for formation of BOS  |

  
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**Internal Quality Assurance Cell**

**Notice**

Date: - 09/11/2023

All IQAC committee members are hereby informed that a meeting is scheduled on 24/11/2023 at 11.30 am in the Conference Hall.

Agenda of the meeting:

1. To read and confirm the minutes of the last meeting.
2. Result Analysis, Feedback analysis and academic audit
3. To discuss the strengthening of the Entrepreneur Development Cell and its future activities.
4. To discuss about the placement activities by strengthening the corporate relations
5. Overview of NAAC, NBA and NIRF, NEP 2020 & Autonomy
6. Overview of Virtual laboratories.
7. Professional ERP for the Autonomy
8. Autonomy Examination
9. Syllabus finalization for the second year autonomy batch.
10. Any other subject if any with the permission of chair

All concerned members are requested to remain present at the scheduled time and place.



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Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

**Internal Quality Assurance Cell**

**Minutes of Meeting dated 24<sup>th</sup> Nov. 2023**

Item No. 1: To read and confirm the minutes of the last meeting

Resolution: The minutes of the previous meeting were read and confirmed.

Item No. 2: Result, Feedback analysis and academic audit

Resolution: IQAC carried out result, feedback analysis and academic audit.

Item No. 3: To discuss the strengthening of the Entrepreneur Development Cell and its future activities.

Resolution: IQAC members carried out detailed discussion about Entrepreneur Development Cell and its future activities.

Item No. 4: To discuss about the placement & internship activities by strengthening the corporate relations

Resolution: IQAC decided to provide training to final year students to improve placement & internship scenarios.

Item No. 5: Overview of NAAC, NBA and NIRF, NEP 2020 & Autonomy

Resolution: Coordinator presented a report on current activities of NBA, NAAC, NIRF, NEP 2020 & Autonomy

Item No. 6: Overview of Virtual Lab

Resolution: Virtual Lab coordinator presented a department wise report on usage of virtual lab.

Item No. 7: Professional ERP for the Autonomy

Resolution: Effective use & implementation of ERP was presented by ERP coordinator.

Item No. 8: Autonomy Examination

Resolution: Code for conduction of examination was presented & discussed.

Item No.9: Syllabus finalization for the second year autonomy batch

Resolution: Chairman. BOS presented Autonomy syllabus

Item No.10: Subject if any with the permission of chair.

Resolution: No subject was discussed under item no.10

Meeting concluded with a vote of thanks.



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# Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

## Internal Quality Assurance Cell

### Action Taken Report of Meeting dated 24th Nov. 2023

To implement the decisions of the above-mentioned meeting, the following actions were taken:

| Sr.No. | Issues  | Action Taken   |
|--------|---|--|
| 1      | Result, Feedback analysis and academic audit Academic Audit | IQAC Team carried out Result, Feedback analysis and academic audit Academic Audit          |
| 2      | Strengthening of Entrepreneur Development Cell              | Stakeholders are motivated to register for startups.                                       |
| 3      | Placement & Internship                                      | Aptitude and Technical skill training activities will be carried out.                      |
| 4      | Overview of NBA, NAAC, NIRF, NEP 2020 & Autonomy            | NBA, NAAC, NIRF, NEP 2020 & Autonomy activities will be smoothly and effectively executed. |
| 5      | Overview of Virtual Lab                                     | Virtual lab coordinator presented a detailed report.                                       |
| 6      | Professional ERP for the Autonomy                           | ERP coordinator presented a detailed report  |
| 7      | Autonomy Examination  | Code for conduction of examination was presented & discussed                               |



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Internal Quality Assurance Cell

Notice

Date: - 11/12/2023

All the IQAC committee members are hereby informed that a meeting is scheduled on 15/12/2023 at 11.15 am in the Conference Hall.

Agenda of the meeting:

1. Read and confirm the minutes of last meeting
2. Teaching plan for even semester
3. Stakeholder feedback
4. MOOC courses
5. Overview of competitive exams
6. Overview of Training and placement activities
7. Overview of Research and Development activities
8. Overview of NAAC, NBA, NIRF, NEP 2020 & Autonomy
9. Alumni Interaction
10. Industry institute interaction
11. Budget
12. Any other subject if any with the permission of the chair

All concerned members are requested to remain present at the scheduled time and place.

  
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Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

**Internal Quality Assurance Cell**

**Minutes of Meeting dated 15<sup>th</sup> Dec. 2023**

Item No. 1: To read and confirm the minutes of the last meeting

Resolution: The minutes of the previous meeting read and confirmed.

Item No. 2: Teaching Plan for even semester

Resolution: IQAC members discussed preparation and monitoring of the Teaching Plan.

Item No. 3: Stakeholder feedback

Resolution: Institute ERP coordinator presented a detailed report on Analysis of Stakeholder feedback and accordingly respective heads are instructed to carry out relevant amendments.

Item No. 4: MOOC courses

Resolution: To enhance learning more emphasis should be given on MOOC/Online platforms like Coursera, edX, Udemy, NPTEL, IIT Spoken tutorials, etc.

Item No. 5: Overview of competitive exams

Resolution: Competitive exam coordinator presented report.

Item No. 6: Overview of Training and placement and Internship activities

Resolution: IQAC members discussed in detail about conducted, ongoing, planned T&P and internship activities.

Item No. 7: Overview of Research and Development activities

Resolution: Dean presented report of R & D Activities

Item No. 8: Overview of NAAC, NBA, NIRF, NEP 2020 & Autonomy

Resolution: NAAC, NBA, NIRF, NEP 2020 & Autonomy coordinator presented a report on going activities.

Item No. 9: Alumni Interaction

Resolution: IQAC members discussed in detail about strengthening Alumni interactions.

Item No. 10: Industry institute interaction

Resolution: It was resolved to strengthen industry institute interaction by arranging field visits, internships and collaborative project work.

Item No. 11: Budget

Resolution: It was resolved to finalize the budget well in advance before starting of the financial year

Item No. 12: Subject if any with the permission of chair.

Resolution: No subject was discussed under item no. 12

Meeting concluded with vote of thanks.

  
Principal  
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Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

Internal Quality Assurance Cell

Action Taken Report of Meeting dated 15<sup>th</sup> Dec. 2023

To implement the decisions of the above-mentioned meeting, the following actions were taken:

| Sr.No. | Issues   | Action Taken   |
|--------|--|--|
| 1      | Teaching Plan  | IQAC instructed respective heads about preparation and monitoring of the Teaching Plan.  |
| 2      | MOOC courses   | Students and faculty members will be motivated to enroll for MOOC/IIT Spoken tutorials, etc.   |
| 3      | Placement  | Ongoing online Training activities are monitored.  |
| 4      | Overview of competitive exams  | Students are encouraged for competitive exams especially GATE by providing free training.  |
| 5      | Research and Development activities                                    | Research proposals are submitted to various funding agencies.  |
| 6      | Overview of NAAC, NBA, NIRF, NEP 2020 & Autonomy                       | Computer and Mechanical department have submitted NBA pre qualifier. NAAC & NIRF activities are monitored.                                 |
| 7      | Arranging national level conference and national level technical event | E&TC and Electrical departments will arrange national level conference and Computer department will arrange national level technical event |



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**Internal Quality Assurance Cell**

**Notice**

Date: - 09/05/2024

All IQAC committee members are hereby informed that a meeting is scheduled on 16/05/2024 at 11.00 am in the Conference Hall.

Agenda of the meeting:

1. Follow-up of the previous meeting
2. Result, feedback analysis & academic audit
3. Overview of NBA, NAAC, NIRF, NEP 2020 & Autonomy
4. Training and placement activities.
5. Research and development activities
6. Infrastructure insurance
7. Any other subject if any with the permission of the chair

All concerned members are requested to remain present at the scheduled time and place.



Principal

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# Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

## Internal Quality Assurance Cell

### Minutes of Meeting dated 16th May, 2024

Item No. 1: To read and confirm the minutes of the last meeting

Resolution: The minutes of the previous meeting were read and confirmed.

Item No. 2: Result, feedback analysis & academic audit

Resolution: IQAC members discussed Result, feedback analysis & academic audit.

Item No. 3: Overview of NBA, NAAC, NIRF, NEP 2020 & Autonomy

Resolution: NBA, NAAC, NIRF, NEP 2020 & Autonomy coordinator presented a report on current activities

Item No. 4: Overview of Training and placement activities

Resolution: IQAC members discussed overall improvements of current student placement activities

Item No. 5: Overview of Research and development activities

Resolution: IQAC members discussed research development activities

Item No. 6: Infrastructure insurance

Resolution: IQAC members discussed and approved renewing infrastructure insurance.

Item No. 7: Subject if any with the permission of chair.

Resolution: No subject was discussed under item no. 7

  
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# Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology

## Internal Quality Assurance Cell

### Action taken Report of Meeting dated 16<sup>th</sup> May, 2024

To implement the decisions of the above-mentioned meeting, the following actions were taken:

| Sr.No. | Issues   | Action Taken  |
|--------|--|---|
| 1      | Result Analysis                                  | Result Analysis done by all departments                               |
| 2      | Overview of NBA, NAAC, NIRF, NEP 2020 & Autonomy | Overview of NBA, NAAC, NIRF, NEP 2020 & Autonomy activities is taken. |
| 3      | Training and placement                           | Online Training activities and campus drives are carried out.         |
| 4      | Research and development activities              | It is decided to strengthen research development activities.          |
| 5      | Infrastructure renew insurance                   | It is decided to renew Infrastructure Insurance                       |

  
Principal

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