

Date:-25/06/2019

## Notice

The meeting of all HODs is scheduled on Monday, 01/07/2019 at 11:00 AM in Conference Hall.

### Agenda:

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Core Committee.
4. Formation of IQAC.
5. Redefining of Mission, PEOs, POs and PSOs of all departments.
6. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



**MERI**  
**College of Engineering and Technology**

Ref.No. 14/MERI-CET/2017/C

Date: - 05/07/2019

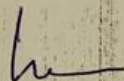
**Notice**

Establishment of Internal Quality Assurance Cell (IQAC) in the Institution (As per All India Council for Technical Education (Internal Quality Assurance Cell)). The following committee is framed:

**Internal Quality Assurance Committee:-**

S.No.	Name of Member	Designation	Committee Position
1	Dr. Umesh Gupta	Director	Chair Person
2	Dr. Manju Singh	Registrar	Member
3	Mr. Manoj Bansal	HOD, EEE Department	Member
4	Mr. Sandeep Chhillar	HOD, ME Department	Member
5	Dr. Kompal Barara	Faculty, CSE Department	Member
6	Mr. Sunny Kalra	Faculty, CE Department	Member
7	Ms. Lakshmi Manral	Faculty, CSE Department	Member



  
Director      Director  
Meri College of Engineering and Technology  
Sampla, Near Asanda, Distt. Jhajjar

**MERI**  
COLLEGE

## **MERI College of Engineering and Technology**

(Approved by AICTE, Ministry of HRD, GOI and Govt. of Haryana, Affiliated to MD University, Rohtak)  
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## **Minutes of Meeting**

### **Agenda:1 About initiating NAAC**

#### **work. Resolution:**

After the meeting it was resolved that , NAAC work is to be initiated to enhance the culture of quality education in institute. Further all HODs were provided with revised NAAC Manual for basic understanding and study.

### **Agenda:2 Discussion about NAAC Accreditation and Assessment**

#### **process.**

#### **Resolution:**

As new window system is introduced for application of NAAC, We can apply either in May-June or Nov-Dec. It was decided that NAAC application is to be submitted in forthcoming window .

New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Pre - Qualifiers
2. Self Study Report (SSR)
3. Team Visit

All HODs and Class In-charges were informed to conduct department level meeting to educate faculty regarding same.

### **Agenda:3 Formation of NAAC Core Committee.**

#### **Resolution:**

After discussion was made and it was resolved that, NAAC Core committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Core Committee is constituted by approval of all and Dr. Manju Singh is selected as NAAC Coordinator.

**Agenda:4 Formation of****IQAC. Resolution:**

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on Friday, 05/07/2019 at 11:00 AM in Conference Hall.

Further, It was resolved that Dr.Manju Singh shall act as IQAC Coordinator.

**Agenda:6 Redefining of Mission, and redefining PEOs, POs and PSOs of all departments.**

**Resolution:**

After discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NBA and NAAC there is need of Redefining of Mission, and PEOs, POs and PSOs of all departments.

So, under the guidance of AAC redefined the Mission and defined PEOs, POs and PSOs of respective department.

This committee is responsible for conducting Meetings for redefining of Mission, and defining of PEOs, POs and PSOs of all departments and submitting report to director. Once Mission, PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.

**Agenda:7** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**Action Taken Report of Meeting held on Friday, 05/07/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About initiating NAAC work.	All HODs and Section In-charges were provided with NAAC Manual and instructed to conduct departmental meeting to educate faculty and staff regarding NAAC Work.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 1/07/2019.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 05/07/2019 and First Meeting of IQAC is planned on 12/07/2019.
4.	Redefining of Mission, and defining PEOs,POs and PSOs of all departments.	Stakeholder Committee is formed at department dated 5/07/2019.



Date:-05/07/2019

## Notice

The first meeting of IQAC is scheduled on Friday, 12/07/2019 at 11:00 AM in the Conference Room.

### Agenda:

1. Confirmation and Review of Minutes of Director-HODs Meeting held on 8/07/2019.
2. Action taken report of Director-HODs Meeting held on 08/07/2019.
3. Opening words by Chairman.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:

1. All Committee Members
2. Admin. Office



### Minutes of Meeting

The Director Dr. Umesh Gupta occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of Director-HODs Meeting held on 08/07/2019.**

**Resolution:**

After discussion was made, review is taken and it was approved Minutes of Director - HODs Meeting held on 08/07/2019.

**Agenda:2 Action taken report of Director-HODs Meeting on 08/07/2019.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All HODs and Class In-charges were provided with NAAC Manual and instructed to conduct departmental meeting to educate faculty and staff regarding NAAC Work.
2.	Formation of NAAC Core Committee.	NAAC Core Committee Office Order was taken out at institute level dated 1/07/2019.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 5/07/2019 and First Meeting of IQAC is planned on 12/07/2019 .
4.	Redefining of Mission, and defining PEOs, POs and PSOs of all departments.	Committee is formed at department dated 5/07/2019.

**Agenda:3 Opening words by****Chairman. Resolution:**

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

**Agenda:4 Self-introduction of the  
Members.****Resolution:**

All the members were given their introduction.

**Agenda:5 Introduction Speech by IQAC  
coordinator. Resolution:**

IQAC coordinator introduced all present members to the objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

**Agenda: 6 About deciding Goals and Objectives of  
IQAC. Resolution:**

Thorough discussion was made and Objectives of IQAC were decided as follows:-

- To create a high-quality framework for regularly scheduled activity that will enhance the college's administrative and academic performance.
- To encourage institutional functioning strategies that improve quality comprehensively ingraining a culture of quality and institutionalizing best practices.

**Agenda:7 About deciding functions of IQAC.****Resolution:**

After discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.

- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NBA, NAAC ,ISO,NIRF) in the prescribed format.

**Agenda:8 About deciding IQAC Monitoring****Mechanism. Resolution:**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet quarterly and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

**Agenda:9** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**Action Taken Report of first IQAC Meeting held on Friday,12/07/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About deciding IQAC Monitoring Mechanism.	A part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 05/12/2019

Date:-02/12/2019

## Notice

The second meeting of IQAC is scheduled on Thursday, 05/12/2019 at 11:00 AM in Conference Hall.

### Agenda:

1. Confirmation and Review of Minutes of first IQAC meeting held on 12/07/2019.
2. Action taken report of first IQAC meeting held on 12/07/2019.
3. About deciding IQAC Meeting frequency.
4. Review of NAAC work.
5. Restructuring stakeholder feedback mechanism.
6. To initiate E-governance in administrative and academic reforms.
7. Framing code of ethics for research.
8. To constitute Intellectual Property Rights (IPR) cell.
9. To decide mechanism for internal financial audit.
10. Implementation of student record.
11. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:

1. All Committee Members
2. Admin. Office

### **Minutes of Meeting**

The chairman Dr. Umesh Gupta occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting :

#### **Agenda:1 Confirmation and Review of Minutes of first IQAC meeting held on 12/07/2019.**

##### **Resolution:**

After discussion was made, review is taken and Minutes of first IQAC meeting held on 12/07/2019 unanimously approved.

#### **Agenda:2 Action taken report of first IQAC meeting held on 12/07/2019.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About deciding IQAC Monitoring Mechanism.	A part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 05/12/2019

#### **Agenda:3 About deciding IQAC Meeting frequency.**

##### **Resolution:**

After discussion was made and it was decided that IQAC will meet twice with the details as follows:-

I. Mid January

II. Mid July

#### **Agenda:4 Review of NAAC work.**

##### **Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:5Restructuring stakeholder feedback mechanism.****Resolution:**

Mr.Gaurav Proposed that presently there is different mechanism department wise for collecting stakeholder feedback, so there is need of common mechanism at institute level. Thorough discussion was made and it was decided that common mechanism at institute level must be made for collecting, analyzing and implementing feedback of all stakeholders. Mrs.RITU , Criteria-1 coordinator of NAAC given responsibility to modify existing feedback forms and come up with new mechanism.

**Agenda:6To initiate E-governance in administrative and academic reforms.****Resolution:**

Thorough discussion was made and it was found that digitization is needed in all administrative and academic units for maintaining records of students, faculty and staff.

IQAC members supported the views of all members regarding need of digitization and recommended to purchase ERP System which will maintain records related to administrative and academic units.

**Agenda:7Framing code of ethics for research.****Resolution:**

It was brought to the notice of all IQAC members that, code of ethics for plagiarism and malpractices checking in research is required in Criteria-3 of NAAC.

Thorough discussion was made and it was decided to prepare code of ethics and purchase/ take membership of plagiarism checking software . The responsibility of preparing code of ethics is given to Mr. Sandeep, Criteria-3 coordinator of NAAC .

**Agenda:8To constitute Intellectual Property Rights (IPR) cell.****Resolution:**

It was brought to the notice of all IQAC members that functional Intellectual Property Rights (IPR) cell is required for conducting activities/seminars/workshops related to IPRs.



Thorough discussion was made and it was decided to constitute Intellectual Property Rights (IPR) cell.

**Agenda:9 To decide mechanism for internal financial audit**

**Resolution:**

It was brought to the notice of IQAC that, External financial audits are conducted annually from inception of the institute by Mr.Rakesh. But as per NAAC new guidelines/ requirement it is mandatory to conduct internal audit, so after thorough discussion the following points regarding internal financial audit were finalized –

- I. The internal financial audit will be conducted annually.
- II. The internal financial audit will be conducted by two members from Account Section.
- III. The audit committee will submit the report to the Director .

**Agenda:10 Implementation of student record system**

**Resolution:**

It was brought to the notice of IQAC that, of Personal, Academic, Co-Curricular and Extra-Curricular details of the students need to be stored in systematic way. It was unanimously decided to prepare student record consisting of all these details.

It was also decided to maintain record of mentoring and parents meeting in the same diary. Thorough discussion was made and it was decided that student record must be prepared an. Ms .Mrinal, Criteria-5 coordinator of NAAC given responsibility to prepare and finalize contents of students record.

**Agenda:11 Issue with the permission of the chair. Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**Action Taken Report of second IQAC Meeting held on Thursday,05/12/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	About deciding IQAC Meeting frequency.	Meeting frequency decided as follows:- I. Mid January II. Mid July
2.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2019-2020 even semester end.
3.	To initiate E-governance in administrative and academic reforms.	ERP from Myclassboard Educational Solutions Private Limited, was purchased .
4.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit with office order dated 20/01/2020.
5.	Implementation of student Record system.	It was decided to implement student record system from Academic Year 2019-20 even semester end.



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Date:-01/07/2020

### Notice

The third meeting of IQAC is scheduled online on Friday, 3/07/2020 at 11:00 AM on Zoom platform .

**Agenda:**

1. Confirmation and Review of Minutes of second IQAC meeting held on 05/12/2019.
2. Action taken report of second IQAC meeting held on 05/12/2019.
3. Review of NAAC work.
4. Restructuring faculty and staff appraisal mechanism.
5. Planning of Extension Activities for Academic Year 2020-21.
6. To implement 'Learning Management System.'
7. To use ICT facilities for Teaching and Learning.
8. To provide remote access to e-resources of library.
9. To increase bandwidth of internet connection.
10. Modification in Course file content.
11. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.



CC:

1. All Committee Members
2. Admin. Office

### Minutes of Meeting

The chairman Prof. Umesh Gupta welcomed the members for third IQAC Online Meeting. The following business was transacted in the meeting:-

**Agenda:1Confirmation and Review of Minutes of second IQAC meeting held on 05/12/2019.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of second IQAC meeting held on 05/12/2019 unanimously approved.

**Agenda:2Action taken report of second IQAC Meeting held on 05/12/2019.**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Meeting frequency.	Meeting frequency decided as follows:- I. Mid January II. Mid July
2.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2019-20 even semester end.
3.	To initiate E-governance in administrative and academic reforms.	ERP from Speed Tech Serve Private Limited, Pune was purchased on 09/02/2018.
4.	Framing code of ethics for research.	Code of Ethics was prepared and subscription for plagiarism checking software is taken.
5.	To constitute Intellectual Property Rights (IPR) cell.	Intellectual Property Rights (IPR) cell was constituted with office order dated 06/03/2018
6.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit with office order dated 20/04/2018.
7.	Implementation of student record system.	It was decided to implement student record system from Academic Year 2018-19 even semester end.

**Agenda:3Review of NAAC work.****Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work progress.

**Agenda:4Restructuring faculty and staff appraisal mechanism.****Resolution:**

Dr. Manju Singh Proposed that restructuring of faculty and staff appraisal mechanism is needed as per latest trends in education system and changes in faculty .

Thorough discussion was made and it was decided that restructuring of faculty and staff appraisal mechanism is to be done and Mr.Manoj Bansal , Criteria-2 coordinators of NAAC given responsibility to modify existing appraisal forms and come up with new mechanism.

**Agenda:5Planning of Extension Activities for Academic Year 2020-2021.****Resolution:**

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2020-2021 is to be done. Coordinator along with criteria 3 coordinators of NAAC handed over responsibility for the same.

**Agenda:6 To implement 'Learning Management System.'****Resolution:**

Thorough discussion was made and it was found that 'Learning Management System.' like NPTEL, SWAYAM, MOOC is required for keeping students well versed with recent trends and technologies.

It was decided to use NPTEL from Academic Year 2020-21.

**Agenda:7To use ICT facilities for Teaching and Learning.****Resolution:**

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at department and faculty level.

Thorough discussion was made and it was decided to prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda:9To provide remote access to e-resources of library.**

**Resolution:**

It was brought to the notice of IQAC that, remote access to e-resources of library is to be provided to students and faculty as per NAAC new guidelines/ requirement.

It was decided to create internal server/ ftp at institute level and provide access to students and faculty.

**Agenda:10To increase bandwidth of internet connection.**

**Resolution:**

It was brought to the notice of IQAC that, bandwidth of internet connection is to be increased. It was decided to increase bandwidth of internet connection. Responsibility of same is given to HOD-Computer for follow up and works done.

**Agenda:12 Modification in Course file content.**

**Resolution:**

Dr. Manju Singh(IQAC Coordinator) Proposed that there is need of addition of some extra points in course file content and also she has suggested that this approved format of IQAC must be used by all departments to maintain similarity in teaching learning process.

Thorough discussion was made and it was decided that course file must be modified and Mr.Manoj Bansal, (Criteria-2 coordinators of NAAC) given responsibility to modify/add points in course file contents.

**Agenda:13Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



**Action Taken Report of third IQAC Meeting held on Monday,03/07/2020**

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism is restructured and implemented from Academic Year 2019-20.
2.	Planning of various club Activities for Academic Year 2018-19.	List of club activities is prepared and submitted to IQAC.
3.	To implement 'Learning Management System.'	DELNET has been implemented.
4.	To use ICT facilities for Teaching and Learning.	ICT facilities used by teachers and teaching plan is modified from Academic Year 2019-20.
5.	To provide remote access to e-resources of library.	Remote access to e-resources of library is provided.
6.	To increase bandwidth of internet connection.	Bandwidth of internet connection is increased from 45 Mbps to 100 Mbps.
7.	To prepare Code of Conduct for all stakeholders (HR Manual)	Code of Conduct for all stakeholders (HR Manual) is prepared.
8	Modification in Course file content.	Modified course file format is used from Academic Year 2019-20 odd semester.

