



# Lakshmi Narain College of Technology Excellence (LNCTE), Bhopal

## INTERNAL QUALITY ASSURANCE CELL ( IQAC )

Ref:LNCTE/IQAC/2020/10630

02/09/2020

To

All the members of IQAC

Lakshmi Narain College of Technology Excellence

Bhopal

### NOTICE

Sub: Lakshmi Narain Collge of Technology Excecellence – Internal Quality Assurance Cell Meeting

It is informed that the First Internal Quality Assurance Cell (IQAC) meeting is scheduled at 9.30 am on 2<sup>nd</sup> September 2020. Kindly attend the same.

#### Agenda:

1. Action plan on conduction of online classes effectively on upcoming session ( Aug-Dec.2020) for all the programmes.
2. Review of Performance of faculty in previous semester.
3. New industry contacts for taking up real time projects for students
4. Industry oriented webinar for enhancement of students and faculty members
5. Strategy for Covid-19
6. Any other issue with the permission of chairman.

Dr. Megha Kamble  
Coordinator ,IQAC

Thanking you

Dr. V.K.Sahu  
Chairman IQAC &  
Principal LNCTE Bhopal  
Principal  
Lakshmi Narain College of Technology  
Excellence, BHOPAL


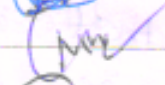

## Meeting no. 1.

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As per norms and aim to promote measures for institutional functioning a meeting is scheduled on 2<sup>nd</sup> Septem, 2020 with the following agenda.

1. Action plan for conduction of online classes effectively on upcoming session.
2. Review of performance of faculty in previous semester
3. New industry contacts for taking up real time projects for students
4. Industry oriented webinar for enhancement of students and faculty members
5. Strategy for covid-19
6. Any other issue with the permission of chair man.

In the meeting following members were present

- | Name                  | Signature  |
|-----------------------|--|
| 1. Dr. V. K. Sahni    |   |
| 2. Dr. Naveen Agrawal |  |
| 3. Prof. Rajni Kori   |  |

Signature

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4. Dr. Sunil K. Singh
5. Dr. Sudeshna Ghosh
6. Prof. Rajeev Singh Parikh
7. Dr. Shankar Singh

Members Absent:

Dr. Megha Kamble  
Prof. Prashant Purohit

After discussion the following proposals have been included.

1. Due to Covid Pandemic classes will be executed in online mode. So preparation and planning to be done. All members raised different requirements. OSD Sir is requested to see and guide for arrangement.
2. It is decided to make the strategy to check and analyse faculty feedback for betterment.
3. Student projects are to be focused in such a manner to have live project development and industry interactions.
4. Detail minutes of meeting to be prepared and recorded after circulation.



# Lakshmi Narain College of Technology, Excellence (LNCTE), Bhopal

## INTERNAL QUALITY ASSURANCE CELL ( IQAC )

02/09/2020

### Minutes of 1<sup>st</sup> First Internal Quality Assurance Cell (IQAC) meeting

**Minutes of 1<sup>st</sup> First Internal Quality Assurance Cell (IQAC) meeting** held on Wednesday 2<sup>nd</sup> Sept.2020 in the Board Room of Lakshmi Narain College of Technology Excellence. Dr. V.K.Sahu, Chairman IQAC & Principal LNCTE Bhopal called for the meeting and conducted the proceedings.

#### Members Present:

Dr.V.K.Sahu

Dr.Naveen Agrawal

Prof.Rajni Kori

Dr.Sunil Kr Singh

Dr.Shankar Singh

Dr.Sudeshna Ghosh

Prof.Rajeev singh Parihar

#### Member Absent

Dr.Megha Kamble

Prof.Prashant Purohit

The following agenda issues were discussed

#### Agenda:

1. Action plan on conduction of online classes effectively on upcoming session ( Aug-Dec.2020) for all the programmes.  
Dr.V.K.Sahu Chairman IQAC & Principal LNCTE Bhopal requested the heads of all the departments to present their suggestions and preparations for conduction of online classes in lieu of COVID Pandemic situation for upcoming ODD session of 2020 for the duration of August to Dec 2020 for the various programs executed in the department.

Dept of Mechanical Engineering Member Dr.Naveen Agrawal presented the need of LMS and training program for awareness of Learning Management system for smooth conduction of online classes. He also suggested use of digitizing tablet for some drawing and design related subjects of mechanical engineering curriculum.

Prof.Prashant Purohit EC LNCTE member has explained the need of virtual labs for effective conduction of labs in online mode. Also there is requirement of arrangement of blackboard and camera so that mathematical concepts can be explained , recorded and will reach to students in correct manner.

Prof Rajni Kori CSLNCTE has explained the need of identification of classroom places with net connectivity, UPS power backup, dedicated high end camera, mic and speaker system for uninterrupted online class. She also expressed the need to arrange extra resources for new branch that to be introduced in the session Dec 2020.

Dr.Sunil Kr Singh has presented the preparation for online classes, Android based projector equipped classrooms are prepared for live presentation and streaming of the online classes.

Coordinator Dr.Megha Kamble has summarized all the resources needed for online class, and invited Dr.Sunil Singh OSD to the meeting to review all the preparation needed for online classes, the request for training program for implementation of Learning Management system is done before start of the session, sufficient Zoom licenses are procured for parallel online classes of all the departments. Repository of recorded session is to be done as central resource for additional preparation of the students.

## 2. Review of Performance of faculty in previous semester.

Dr.V.K.Sahu Chairman IQAC & Principal LNCTE Bhopal requested the heads of all the departments to make a plan for the faculty feedback for the teaching faculties of current semester and also to present previous semester feedback. Previous semester was interrupted due to COVID Pandemic and shifted to online mode. So majority feedback was taken thru google form and telephonic feedback of students. In this semester, it is decided by the committee members to prepare revised Google form and tabulate the scales. The grades will be presented to Principal Sir and counseling meeting will be held with weaker faculties.

Dept of Mechanical Engineering Member Dr.Naveen Agrawal presented feedback summary of all Even courses and communicated special remarks of the students. Also presented few points with reference to online teaching to be modified in feedback form.

Prof.Prashant Purohit EC LNCTE member has presented feedback of all the faculties involved in Even 2020 session and discussed issues in online feedback for.

Prof Rajni Kori CSLNCTE has presented feedback of all the faculties involved in Even 2020 session. Few points highlighted such as industrial visit and industry session by students.

Dr.Rajeev singh Parihar CE has presented the feedback of the faculties teaching to even semester subjects. Due to sudden surge of COVID pandemic, some feedbacks were taken offline and some were online thru google form which are compiled on scale of 1 to 5.

Coordinator Dr.Megha Kamble has summarized all the faculty feedback, tabulated the grades and the faculties in need of improvement on various skills are presented to Principal Sir, for further counseling and motivation session.

3. New industry contacts for taking up real time projects for students

Dr.V.K.Sahu Chairman IQAC & Principal LNCTE Bhopal also insisted on Real time project development either in association with Incubation cell, Industry, consultancy projects so as to inculcate industry readiness in the students. He requested all the Heads to express their views, and identify the areas where this type of real time project work can be undertaken.

4. Industry oriented webinar for enhancement of students and faculty members

Dr.V.K.Sahu Chairman IQAC & Principal LNCTE Bhopal discussed that COVID Pandemic has given the opportunity to interact online with industries and experts from all over the world. In physical mode, due to limitations, sometimes it is not possible to explore the opportunities, in online mode such opportunities can be grabbed. He requested the heads of all the departments to share some topics which are useful for knowledge up gradation faculties and students so as to enlighten some thrust areas of Industry.

5. Strategy for Covid-19

Dr.V.K.Sahu Chairman IQAC & Principal LNCTE Bhopal requested the heads of all the departments to appeal the students to wear mask and go for all the care.

Prof.Prashant Purohit EC LNCTE member has presented the views of social distancing and asked the students to take help of online facilities of college website and net banking for office work instead of visiting the campus.

Prof Rajni Kori CSLNCTE has also expressed that students should participate in online activities and start thinking about some COVID related software or APP development to create awareness in society.

Similar thoughts of activities and survey of parents is initiated by MBA department and Dr.Rajeev singh Parihar CE explained about Management strategies for COVID 19.

Coordinator Dr.Megha Kamble summarized all the issues of the heads of department and prepared bulk SMS matter and bulk Email matter for all the students and parents to create awareness for care against COVID and awareness for vaccination.

6. Any other issue with the permission of chairman.- Nil



Dr. Megha Kamble  
Coordinator ,IQAC

Thanking you



Dr. V.K.Sahu  
Chairman IQAC &  
Principal LNCTE Bhopal  
Principal  
Lakshmi Narain College of Technology  
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