



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref:LNCTE/IQAC/2020/1089B

09/11/2020

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 second Internal Quality Assurance Cell (IQAC) meeting is scheduled at 9.30 am on 9th November 2020. Kindly attend the same.

Agenda:

(A) Action taken report on the proposals of First IQAC meeting

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

(B) Issues open for discussion

1. Induction plan for new admitted students
2. Remedial action for slow learner and advance task for fast learner
3. Review of NAAC accreditation process and subsequent process.
4. Review of department wise course completion and planning for internal examination.
5. Any other issue with the permission of chairman.

Thanking you


Dr. Megha Kamble
Coordinator ,IQAC



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

Meeting no 2

DATE _____
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As per norms, to promote quality in institutional functioning second meeting is scheduled on 9th Nov. 2020.

Agenda is as follows

1. Action taken report on previous meeting proposals for the following
 - Conduction of online classes
 - Review faculty performance
 - New industry contacts for realtime student projects
 - Industry oriented webinar for faculty and student enhancement
 - Strategy of COVID-19
2. More issues of open discussion
 1. Induction plan for new admitted students
 2. Remedial action for slow learners and fast learners.
 3. Review of NAAC accreditation
 4. Review of department wise course completion
 5. Any other priority issue

Members Present :

Name	Sign
Dr. V. K. Sahu	
Dr. Megha Kamble	
Dr. Navveen Agrawal	
Prof. Prashant Purohit	
Dr. Shankar Singh	
Prof. Rajni Kori	
Prof. Rajeev Singh Parihar	

Members Absent

Dr. Sunil K. Singh

Dr. Sudeshna Ghosh

After discussion, following actions are finalised

1. In detail planning of induction for Dec 2020 batch in online mode
2. Remedial revision class time table for slow learners, MOOC courses for fast learners
3. NAAC accreditation process understanding and execution
4. Review of course completion, strategy to provide inputs to the students
5. Retained minutes of meetings action taken report to be summarised and circulated.



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

09/11/2020

Minutes of Second Internal Quality Assurance Cell (IQAC) meeting

Minutes of Second Internal Quality Assurance Cell (IQAC) meeting held on Monday 9th November 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.Megha Kamble

Dr.Naveen Agrawal

Prof.Prashant Purohit

Prof.Rajni Kori

Dr.Shankar Singh

Prof.Rajeev singh Parihar

Members Absent

Dr.Sunil Kr Singh

Dr.Sudeshna Ghosh

Agenda:

(A) Action taken report on the proposals of First IQAC meeting

1. Action taken on 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 the preparation report and execution of the same for conduction of online classes in lieu of COVID Pandemic situation for the ongoing ODD session of 2020 for the duration of August to Dec 2020 and also share some steps for improvement.

Dr. Rajeev Singh Parihar CE has presented the report of the faculty teaching in ODD Dept of Mechanical Engineering Member Dr.Naveen Agrawal presented the effective use of Learning Management System procured provisionally for conduction of classes. The training program for awareness of Learning Management system for smooth conduction of online classes is conducted twice for faculties. The faculties of drawing and design related subjects of mechanical engineering curriculum have procured the tablets and students are effectively grasp the content in online session as well.

Prof.Prashant Purohit EC LNCTE member has explained about dedicated arrangement for class , with equipped set of PC, arrangement of blackboard and camera and the satisfactory report of conduction of numerical subjects with boards.

Prof Rajni Kori CS LNCTE has presented report about identification of classroom places with net connectivity, UPS power backup, dedicated high end camera, mic and speaker system for uninterrupted online class and also done connectivity of zoom session into LMS so that students are able to join class with laptop as well as mobile.

She also expressed the satisfaction for arrangement of extra resources for new branch that to be introduced in the session Dec 2020.

Dr.Rajeev singh Parihar CE explained about preparation for online classes for Civil engineering students.

Dr. Sunil Singh has presented report of use of Android based projector equipped classrooms for live presentation and streaming of the online classes in MBA.

Coordinator Dr.Megha Kamble has summarized all the action taken for online class, and presented to Principal Dr.V.K.Sahu Sir. The training program for implementation of Learning Management system is done, sufficient Zoom licenses are procured and provided to the departments for parallel online classes by IT cell. IT cell has also issued guidelines for video lecture repository.

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 present the faculty feedback for the current semester.

Dept of Mechanical Engineering Member Dr.Naveen Agrawal presented feedback summary of all the courses and communicated special remarks of the students for lab conduction as doubt class or revision class in offline once the Pandemic situation in control.

Prof.Prashant Purohit EC LNCTE member has presented feedback of all the faculties involved in ODD 2020 session and discussed the offline timetable for revision of Labs in physical mode with due consideration of Pandemic Situation.

Prof Rajni Kori CS LNCTE has presented feedback of all the faculties involved in ODD 2020 session. Few points highlighted such as online compiler usage to be improved for lab practice and need of more material by students.

Dr.Rajeev singh Parihar CE has presented the feedback of the faculties teaching to ODD semester subjects. The comments of students are also summarized.

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, and minutes of Faculty Counseling meeting with Principal sir is recorded.

It is also instructed by Principal to review the improvement in faculty as per the feedback and counseling session, with sample feedback and discussion

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

AICTE has launched online training and kit for project development under Arm University. Industry oriented webinar for enhancement of students and faculty members 'ARM Embedded Pvt. Ltd. For the period of 1-year and MoU is there to take some project work.

Mechanical Engineering Department and Electrical Engineering department has consulted CRISP organization to assist students for project development.

Similarly 3D printing workshop has taken up for prototype development.

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

Various departments has reported following activities taken up in association with Industry for enhancement of students and faculties

1. Persistent Webinar for useful skills during placements
2. Common assessment test AMCAT and Aspiring Minds for faculties and students for evaluation report
3. Heartfulness Enable Leadership Mastery(HELM) organized by Dean Student welfare
4. Introducing AI Classroom series in association with Microsoft, faculties and students participated grabbed the knowledge and certificate
5. Linux + Containers Training by Linux Academy
6. Online workshop on Web design and development Santosh Parate Ahead Web cloud solution Indore
7. Cognizant Leader Connect Session, Sridhara Shashank Senior Manager, RCGTH- 6th Oct 20
8. Java Training and Aptitude Classes by Inhouse Trainers
9. Webinar by Department of Science and Technology (DST.gov.in) on Frontiers in Interconnected Intelligent Systems and Devices on 30th September 2020,
10. Series of Webinar on Industry 4.0 for your STUDENTS and FACULTY MEMBERS specially for Mechanical Engineering by Mr. Nilesh Pathak
11. Nasscom Adobe Training for College Faculty & 2nd and 3rd year Students
12. Webinar on Career Scope in Digital Marketing, Mr Kunal Sinha, Google Ads Analyst Aurera Software USA
13. Webinar on 5G introduction and use cases , Mr Dheeraj Kumar Samsung Research India Bengaluru
14. IIT Bombay Spoken Tutorial Training, online activity by NPTEL Nodal Center

5. Strategy for Covid-19

Awareness announcements and monitoring by team of senior faculties to appeal students for using mask, social distancing in crowdie places like canteen, bus stand

Sanitizers available at common points on floors and corridors

Students have to submit undertaking if offline mode classes will start, so designed parent consent form and its available on website

Students have to visit the campus only if necessary for some formalities otherwise all the work will be done thru college portal

(B) Issues open for discussion

1. Induction plan for new admitted students

IT is decided that online induction program will be schedules if COVID Pandemic situation continues. Online session must be short, links and accesses are provided well in time, for smooth communication whatsapp group is to be prepared.

Departments will prepare presentation and the videos of campus so as to make newly admitted student aware of the system

2. Remedial action for slow learner and advance task for fast learner

It was decided that NPTEL course announcement is to be done effectively so that after exams during vacation period students can learn as per their requirement.

There must be some crash revision course timetable, for the slow learners who were unable to learn in online classes, may be lack of resources if learning is incomplete the student can visit the classes with all COVID precautions for doubt solving

3. Review of NAAC accreditation process and subsequent process.

The formation of the standard committees has been done, It is reviewed by Principal Dr.V.K.Sahu that all committees are meeting timely, minutes are recorded and action plan is reviewed so as to maintain the quality of the process and follow the norms of accreditation process.

4. Review of department wise course completion and planning for internal examination.

The academic calendar is reviewed once again and it is decided to plan internal examination such as midsem exams, project presentation, assignment submission in online mode.

5. Any other issue with the permission of chairman.

Dr. Megha Kamble
Coordinator ,IQAC

Thanking you

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Chairman IQAC &
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