



COER
UNIVERSITY

FORMERLY KNOWN AS UETR

MINUTES OF MEETING OF
Internal Quality Assurance Cell (IQAC) of University

held on

29th April, 2023 at 09:45 AM

Venue: Board Room, UETR

**1st Minutes of Meeting of IQAC of COER University
held on 29th April 2023 at 09:45 am in Board Room, UETR**

The meeting was chaired by: **Dr. S.P. Pandey, Pro Vice Chancellor & Director IQAC**

Date, Time, and Venue: Board Room, UETR at 09:45 am

The following members were present: -

Name	Designation	Role
Dr. B M Singh	Vice-Chancellor (Officiating)	Special Invitee
Dr. S.P Pandey	PVC & Director- IQAC	Director, IQAC
Dr. Mridula	Head- IQAC	Head, IQAC
Mr. Sohan Lal	Dy. Registrar	Member
Dr. Prabhat Kumar	HoD-CE	Member
Dr. Gunjan Agarwal	HoD-ME	Member
Dr. Rohit Kanauzia	HoD-IT	Member
Dr. Sumit Kumar	HoD-CSE	Member
Ms. Anuradha	HoD-EN	Member
Mr. B.D Patel	HoD-ET	Member
Dr. Kamal Kant Verma	HoD-CoSC	Member
Dr. Veeralakshmi	HoD- CoBS	Member
Ms. Divya Mishra	Dy. Registrar (T&P)	Member
Mr. Prashant Kumar	Assistant Prof, CE	Member
Mr. Amit Kumar	HR Admin	Member

Welcome Address: -

Dr. Mridula, Head, IQAC conducted the welcome meeting of IQAC in which she briefed about various agendas of the first meeting of IQAC, COER University. Then she welcomed Dr. S.P. Pandey, PVC & Director IQAC, and Dr. BM Singh, Vice-Chancellor (officiating) for further discussion on the meeting's agenda. Following are the agendas that were discussed in the meeting:

Agenda Point No. I.1.1: Considered confirmation of minutes of meeting of 7th IQAC held on 9th Feb 2023

Head IQAC read out the minutes of the 7th meeting of IQAC committee (formerly UETR) held on 9th Feb 2023. The house confirmed the minutes of 7th meeting of IQAC committee.

Agenda Point No. I.1.2: Progress of academic activities of the ME department

Dr. S.P. Pandey, PVC & Director IQAC, informed the house that the progress of ME department is not satisfactory. Activities like industrial

Dr. Mridula
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Mridula

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visits, seminars/workshops, etc., were not conducted as per the department's academic calendar. He also informed that faculty interaction with industrial experts is necessary for the benefit of students.

Agenda Point No. I.1.3: Progress of Training & placement office

Director IQAC informed the house that the progress of the training & placement office is not satisfactory. He urged Dy. Registrar, T&P to transfer the information of recruitment drives with heads of engineering department. He also pointed out that the quality of recruitment drives is not good and requested to focus on good placement drives.

Agenda Point No. I.1.4: Progress of academic activities of the IT department

Director IQAC appreciated HoD-IT for making sincere efforts in conducting the activities as per the department's academic calendar. He advised HoD-IT to collaborate with the ET department for conducting events. He also advised to arrange industrial visits for students in the Ministry of IT.

Agenda Point No. I.1.5: Progress of academic activities of the EN department

Director IQAC informed that most of the academic activities of the EN department were not conducted till date. He said that industrial visits, staff development programs, and societal impact programs are not conducted and requested to conduct the events as soon as possible. He said that all event reports with photographs should be submitted to IQAC.

Agenda Point No. I.1.6: Progress of academic activities of the college of smart computing

Vice Chancellor (officiating) advised head of college of smart computing to arrange internships/industrial visits in companies like CETPA-infotech, and C-DAC where alumni of the institution are working. Director IQAC also suggested to arrange industrial visits in the ALT training center. He also emphasized that industrial visits or internships for students should be arranged in the Saharanpur IIT campus, Greater Noida IIT campus through MoU with IIT Roorkee. He also advised college head to arrange the societal program for nearby village students under UBA program. Further, he informed the college head to complete all pending activities as soon as possible.

Agenda Point No. I.1.7: Progress of academic activities of the CSE department

Director IQAC informed HoD-CSE to contact the ALT center, BEL Ghaziabad, BEL Chandigarh to arrange industrial visits for students. He suggested that the department of CSE, IT, and college of smart computing should plan a visit in NCR (Greater Noida institutions) in the month of mid-June under the MoU with IIT Roorkee. He also advised HoD-CSE to conduct programs on yoga and health hygiene for students. In addition, he advised to plan a skill

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Mridula

upgradation program for non-teaching staff in collaboration with IT department

Agenda Point No. I.1.8: Progress of academic activities of the ET department

Director IQAC suggested HoD-ET to conduct an industrial visit in RVNL, Rishikesh for railway and signaling. He emphasized that virtual lab visits in IIT Roorkee should be planned for students of ET department. Further, he appreciated HoD-ET for his efforts and motivated him to form a dedicated team under his guidance.

Agenda Point No. I.1.9: Progress of academic activities of the CE department

Director IQAC informed HoD-CE to plan industrial visits/internships for students of civil engineering in RVNL, Rishikesh. He also emphasized to conduct programs on yoga and health hygiene with the help of Dr. Rajesh Vairagi.

Agenda Point No. I.1.10: Proper documentation

Director IQAC emphasized that the date should be mentioned in each letter with signature of authorized person

Agenda Point No. I.1.11: Notice

Director IQAC informed head IQAC to release notice on all pending activities of the department that should be completed by 20May 2023.

Agenda Point No. I.1.12: Guidelines for organizing an event

Vice Chancellor (officiating), special invitee pointed out all the necessary measures and guidelines to organize an event at the university. He also provided the guidelines and protocols for attending the event.

At last, Director IQAC concluded the meeting with following points such as;

- IQAC members should attend the meeting on time with their relevant documents,
- Pending activities of the departments must be completed till 20-May-2023.
- Reports of department activities held between 1-Feb-2023 to 30-April-2023 must be submitted in IQAC till 5-May-2023
- IQAC meetings should be held as per the IQAC calendar,
- Hods should mail details of resource persons of their respective departments (at least 15 with organization and designation) to IQAC.

Dr. Mridula
Head

Internal Quality Assurance Cell (IQAC)

Mridula



Members of IQAC attending, meeting of IQAC- COER Univeristy

Dr. Mridula
Head

Internal Quality Assurance Cell (IQAC)

Mridula
11/5/23
Head, IQAC

Copy to:

- | | | |
|------------------------------------|---|------------------------------|
| 1. Hon'ble Chancellor | ; | For kind information, please |
| 2. Pro-Chancellor | ; | For kind information, please |
| 3. Vice Chancellor (Officiating) | ; | For kind information, please |
| 4. Pro-Vice Chancellor | ; | For kind information, please |
| 5. Registrar | ; | For kind information, please |
| 6. Mr. Sohan Lal, Deputy Registrar | ; | For kind information, please |
| 7. Ms Divya Mishra | ; | For necessary action, please |
| 8. All HoD's/Dean | ; | For necessary action, please |
| 9. Guard File, IQAC | ; | For Documentation |