

# **IQAC PROCEEDING**

**ACADEMIC YEAR 2019-20**



## **IPS Academy**

### **Institute of Engineering & Science**

**Knowledge Village, Rajendra Nagar, A.B. Road, Indore-452012 (M.P.) INDIA**

# **IPS Academy**

## **Institute of Engineering & Science, Indore**

### **Proceedings of IQAC for Academic Year 2019-20**

#### **Introduction**

Internal Quality Assurance Cell (IQAC) of the institute was established to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institute. The institute was focussed on quality enhancement since inception and hence prior to IQAC, Advisory Board for each department was in place with similar objectives and is still functioning. The advisory Board meetings were held twice in a year to monitor the Strategic development plan of each department.

#### **IQAC - Vision**

To ensure quality culture as the prime concern for IPS Academy, Institute of Engineering & Science through institutionalizing and internalizing all the initiatives taken with internal & external support.

#### **Functions of IQAC**

The functions of IQAC of the institute are as follows:

- To help the institution in planning & monitoring quality – related issues.
- To ensure implementation of academic reforms as per guidelines of various statutory bodies, such as, AICTE/ UGC, etc.
- To organize capacity building programs & promote the use of Technology.
- To facilitate the process of documentation leading to quality improvement.
- To analyze the feedback received from various stake holders.
- To encourage the faculty for participation in R & D activities and the conduction of institutional workshops/ seminars/ FDPs on quality related themes.
- To disseminate the information on various quality parameters to all stake holders
- To conduct periodically the academic & administrative audit and its follow up.
- To prepare Annual Quality Assurance Report (AQAR) and submit to NAAC office online, after first cycle of accreditation.
- The IQAC is constituted as per the guidelines of NAAC, with the Principal of the Institute as a Chairperson.

## **Composition of IQAC**

The present composition of IQAC is as follows:

- Chairperson : Dr. Archana K. Chowdhary, Principal
- Co-ordinator : Prof. Swatilekha Guha, Head Civil Engineering Department
- Co-coordinator : Prof. Nitesh Parmar, Faculty Chemical Engineering Department
- Management Nominee : Dr. A.G. Kothari, Dean Academics
- All HoDs
- Administrative Officer : Ms. Kshipra Shukla, Registrar
- One nominee each from local society/ trust, students and alumni
- Ms. Rachiya Awasthy, Chief Municipal Officer, Sagar
- Ms. Shubhi Choudhary, Project Manager , Yash Technology, Indore
- One nominee each from Employer/ Industrialist/ Stake holder.
- Mr. Mustafa Murabi CEO, Canopus Infosystem
- Mr. Siddharth Chatter CEO, Nakoda Industries

## **Schedule of meetings**

The IQAC meetings were conducted as given below (minutes attached):

- Monday, 5<sup>th</sup> July, 2019
- Monday, 21<sup>st</sup> October, 2019
- Saturday, 4<sup>th</sup> January, 2020
- Saturday, 27<sup>th</sup> June, 2020

## **Capacity Building Programs**

The IQAC conduct various Capacity Building Programs for promoting the holistic academic excellence are as follows:

- Exposure to Outcome Based Education (OBE) parameters, COs/ POs/ PSOs & its attainment.
- Training on NBA Accreditation/ Re-accreditation.
- Training on NAAC SSR & documentation.
- Training on Academic Autonomy.
- Implementation of 360 degrees feedback and AICTE examination reforms

### **Impact of IQAC**

- Accreditation of two UG programs, namely, in ME & FT SE.
- Reaccreditation of two UG programs, namely, CE & CSE.
- Award of academic autonomy under UGC regulations-2018 from academic session 2020-21.
- Implementation of AICTE 360 degree feedback & exam reform policy.
- Participation of students & faculty in MOOCs online courses.
- Funding of R &D/ MODROB projects.
- Conduction & participation of faculty in FDPs/ STTPs.
- Signing of MoUs with various institute national/international of repute for collaborative research and exchange of resources related to academics.

### **Future Plans**

- Re-accreditation of UG program in
  - Fire Technology & Safety Engineering.
  - Mechanical Engineering
- Additional Degree Proposal
- Establishment of Research Centre leading to Ph.D. Degree.



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# IPS ACADEMY

16 Colleges, 71 Courses, 58 Acre Campus

DIR/IPSA/IES/2019-20/503-A

Date: 04/07/2019

## NOTE

Subject: Constitution of IQAC (Internal Quality Assurance Cell).

The composition of the IQAC shall be as follows:

- |    |                              |  |
|----|------------------------------|--|
| 1  | Dr. Archana Keerti Chowdhary | Principal, IPS Academy<br>Institute of Engineering & Science<br>(Chairperson IQAC) |
| 2  | Dr. Namrata Tapaswi          | Prof. & Head, Computer Science & Engineering<br>(Co-ordinator IQAC)                |
| 3  | Dr. A.G. Kothari             | (Management Nominee)   |
| 4  | Dr. Sanjay Jain              | Prof. & Head, Mechanical Engineering   |
| 5  | Assistant Registrar          | Ms. Kshipra Shukla   |
| 6  | Dr. Praveen Patel            | Prof. & Head, Fire Technology & Safety Engineering                                 |
| 7  | Dr. J. Ponomozi              | Asso. Prof. Mechanical Engineering   |
| 8  | Dr. Rajesh Kaushal           | Prof. & Head, Chemical Engineering   |
| 9  | Prof. Manish Sahajwani       | Asso. Prof. & Head, Electrical & Electronics<br>Engineering                        |
| 10 | Prof. Rupesh Dubey           | Asso. Prof. & Head, Electronics & Communication<br>Engineering                     |
| 11 | Dr. Amit Sharma              | Prof. Civil Engineering  |
| 12 | Ms. Swatilekha Guha          | Asso. Prof. Civil Engineering  |
| 13 | Mr. Jayesh Gangrade          | Asso. Prof. Computer Science & Engineering   |
| 14 | Ms. Rachiyata Awasthi        | Chief Municipal Officer, Sagar   |
| 15 | Ms. Shubhi Choudhary         | Project Manager, Yash Technology, Indore   |
| 16 | Mr. Mustafa Murabi           | CEO, Canopus Infosystems   |
| 17 | Mr. Siddharth Chatter        | CEO, Nakoda Industries   |

I am glad to inform you that first meeting of IQAC shall be held on 5<sup>th</sup> July 2019. You are requested to kindly attend the same.

Dr. Archana Keerti Chowdhary  
Principal  
IPS Academy,  
Institute of Engineering & Science

## INSTITUTE OF ENGINEERING & SCIENCE

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# IPS ACADEMY

16 Colleges, 71 Courses, 58 Acre Campus

DIR/IPSA/IES/2019-20/573-A

Date:- 10/07/2019

Subject: IQAC meeting.

The first IQAC meeting of the institute was held on Friday, 5<sup>th</sup> July, 2019. All the members except Ms. R. Awasthi, CMO, Sagar & Mr. Siddharth Chatter, CEO, Nakoda industries attended the meeting. The agenda for the meeting was as follows:

1. Welcome to members
2. Academic autonomy
3. NBA compliance for 5 accredited UG programs

1. Welcome to members

The Principal welcomed all the members of newly constituted IQAC & apprised them about the objectives and functions of IQAC.

2. Academic autonomy

The Principal inform the members that the institute is affiliated to RGPV, Bhopal. The academic calender, the scheme of examination and the programs to be offered are governed by RGPV and the institute has a little say in these matters. It is required to modernize the curriculam frequently so as to make the students globally competent, locally relevent and skill oriented to promote employability. For these changes, the institute is required to approach RGPV and its takes lot of time. As such, it would be easy if we get an academic autonomy. Further, it was pointed out that since we satisfy the minimum eligibility criteria for award of autonomy as well as good infrastructure, the institute should apply for UGC autonomy. The member opined favorably to this proposal and recommended that BoG be requested for its approval.

3. NBA compliance for 5 accredited UG programs

It was pointed out that the accreditation of 5 UG programs shall expire on June 2020. We need to send the compliance alongwith the application fees to NBA, atleast 6 months before the expiry date. The IQAC accepted this proposal and requested to the Principal to take up the matter with BoG for its approval.

The Principal expressed her thanks and gratitude to all the members who attended the meeting and requested them to contribute towards upliftment of this institute in future.

The meeting ended with a vote of thanks to the Chair.

Principal  
IPS Academy

Institute of Engineering & Science

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# IPS ACADEMY

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IPSA/IES/2019-20/176-A

Date:- 22/10/2019

Subject: IQAC meeting.

The IQAC meeting of the institute was held on Monday, 21<sup>st</sup> October, 2019, Ms. Subhi Choudhary, Project manager, Yash Technology, Indore & Ms. R. Awasthi, CMO, Sagar could not attend the meeting due to their pre-occupation. The agenda for meeting was as follows:

1. Outcome of BoG meeting held on 10<sup>th</sup> August, 2019.
2. Introducing AICTE examination reform policy for MST question papers.

The Principal welcomed all the members and briefed them as follows:

1. Outcome of BoG meeting held on 10<sup>th</sup> August, 2019  
The Principal informed to all members that IQAC recommendations related to the application for fresh autonomus status and compliance to NBA accredited 5 UG programs have been approved by the BoG in its meeting held on 10<sup>th</sup> August, 2019.
2. Introducing AICTE examination reform policy for MST question papers  
The Principal appraised the members about the AICTE examination reform policy and stated that since the faculty members are well acquainted with COs/ POs/ PSOs, it would be easier for them to implement these examination reforms through MST question papers. The members appreciated the proposal and recommended that this policy be implemented with immediate effect.
3. It was opined by some of the faculty members that date of last five years has been already prepared for submission of Autonomy document hence it was proposed that we should apply for NAAC also as the same data will be required for filling up the NAAC proforma. The principal agreed to this proposal & inform the member that she will seek the approval from BOG for the same.
4. The code of conduct for employees of the institute was revealed to IQAC members which was agreed upon by them.

The meeting ended with a vote of thanks to the Chair.

Principal  
IPS Academy

Institute of Engineering & Science

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DIR/IPSA/IES/2020-21/ 379-A

Date: 11/01/2020

**Subject: IQAC Meeting**

The IQAC meeting of the institute was held on 4<sup>th</sup> January 2020. All the members attended the meeting. The agenda of the meeting was as follows:

1. Confirmation of the minutes of the IQAC meeting held on 21<sup>st</sup> October 2019.
2. Preparation of submission SSR to NAAC Authorities
3. NBA Accreditation of two UG Programs
4. NIRF Participation
5. Eco system Innovation & Initiatives

The Principal welcomed all the members & briefed them as follows.

**1. Confirmation of minutes of the IQAC meeting held on 21<sup>st</sup> October 2019.**

The minutes of the meeting were approved unanimously by all the members.

**2. Preparation of submission SSR to NAAC Authorities**

The department heads were advised to submit the information related to respective department in prescribed template available in SSR. Before submitting the IQAC thoroughly check the information submitted by the institute & department under Qualitative & Quantitative Metrics. The workshop for the awareness about all the criteria of SSR will be conducted for the faculty/staff members by Dr A G Kothari Coordinator IQAC.

**3. NBA Accreditation of two UG Programs**

The principal informed that the accredited status is granted for the following UG programs by NBA for the Academic years 2019-20 to 2021-22:

1. Mechanical Engineering
2. Fire Technology & Safety Engineering

**4. Participation in NIRF**

The information required for NIRF ranking was submitted successfully on 03/12/2019 on the portal for the same. It was informed by the principal that the data required for NIRF ranking was submitted successfully.



## 5. Eco system Innovation & Initiatives

The principal informed to all members that the proposal submitted by institute for its recognition as Host Institute (HI) for implementation of the scheme "Support for Entrepreneurial and Managerial Development of MSMEs through Incubator" has been considered & approved during Meeting PAMC held on 20/12/2019 at New Delhi. Now the institute is eligible for submitting new innovative ideas for getting financial support under the scheme as per guidelines.

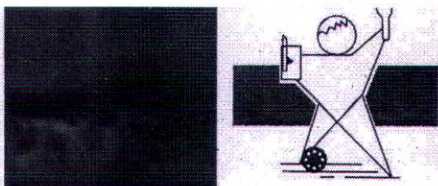
The meeting ended with the vote of thanks to the Chair.



Principal  
IPS Academy  
Institute of Engineering & Science

Copy to:

All IQAC members for information & necessary action as applicable.



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**IPS ACADEMY**

16 Colleges, 71 Courses, 58 Acre Campus

DIR/IPSA/IES/2020-21/ 511-B

Date: 30/06/2020

**Subject: IQAC Meeting**

The IQAC meeting of the institute was held on 27<sup>th</sup> June 2020. All the members attended the meeting. The agenda of the meeting was as follows:

1. Confirmation of the minutes of the IQAC meeting held on 4<sup>th</sup> January 2020.
2. Teaching Learning Methodology
3. Discussion for submission of SSR to NAAC Authorities
4. Annual Report of the departments
5. Feedback Collected Analyzed and used for improvements.

The Principal welcomed all the members & briefed them as follows.

**1. Confirmation of minutes of the IQAC meeting held on 4<sup>th</sup> January 2020.**

The minutes of the meeting were approved unanimously by all the members.

**2. Teaching Learning Methodology**

The discussion on various criteria focusing Teaching Learning Methodology was held and it was unanimously agreed on the following points:

- Mode of teaching will be in blended mode.
- ICT enabled facilities are available in each class rooms & can used for teaching in most effective manner.
- Learning should be focused instead of teaching.
- Various activity based teaching should be introduced.

**3. Discussion for submission of SSR to NAAC Authorities**

The discussions were held on all seven criteria of SSR. And the doubts were cleared by IQAC Coordinator.

**4. Annual Report of the department**

The HoDs submitted the annual report of their departments. The advisory board meetings were held twice in 2019-20 for each department in which detailed discussions were held on compliance of the five year plan of respective departments and the gaps identified. Accordingly action taken report was submitted to IQAC for further necessary action/advice.

**5. Feedback collected, analyzed and used for improvements.**

The principal informed the members that the following feedbacks were collected from the stakeholders through online structured forms:

1. Feedback on Course Outcomes at the end of each course
2. Feedback from students on institute/department facilities (once in an year)
3. Student Exit Survey on Program Outcomes (once in a year from outgoing students)
4. Feedback from Alumni, Employers (once in an year)
5. Student's feedback on faculty (twice in a year).

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6. 360 degree feedback (Self Appraisal of the faculty)

- Teaching Process (25)
- Student's Feedback (25)
- Departmental Activities (10)
- Institute Activities (20)
- Contribution to the society (10)
- Annual Confidential Report ( ACR) by HoD (10)

The annual increment will be temporarily withhold when minimum 360 feedback score on a 10 point scale is less than 6.5

**Corrective measures taken:**

- The teachers whose feedback score is less than 6.5 are:
  - mentored by Sr. faculty, if he/ she scores poorly on the delivery of the subjects and in addition, asked to attend FDPs in the respective areas.
  - asked to make efforts to improve on these parameters

**Rewards**

- Faculty with score more than 80% are appreciated in the departmental meetings.

The feedbacks were analyzed by respective departmental HoDs and discussed in departmental meetings and the gaps were identified in the curriculum for attainment of COs/POs and accordingly action taken report was submitted by respective head to IQAC for improvements.

The meeting ended with the vote of thanks to the Chair.



Principal  
IPS Academy

Institute of Engineering & Science

Copy to:

All IQAC members for information & necessary action as applicable

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