

IQAC PROCEEDINGS

ACADEMIC YEAR 2024-25



IPS Academy

Institute of Engineering & Science

(A UGC Autonomous Institute, Affiliated To RGPV)

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 2024-25

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 : Dr. A.G. Kothari, Dean Academics & Management Nominee
- Co-coordinator: Prof. Nitesh Parmar, Faculty Chemical Engineering Department
- All HoDs
- Administrative Officer : Ms. Kshipra Shukla, Registrar
- One nominee each from local society/ trust, students and alumni
 - Mr. Rajesh Choudhary (Society Member)
 - Ms. Rachiyta Awasthy, Chief Municipal Officer, Sagar (Alumni)
 - Mr. Yashu Yadav (Student)
- One nominee each from Employer/ Industrialist/ Stake holder.
 - Mr. Mustafa Murabi CEO, Canopus Infosystem (Employer)
 - Mr. Siddharth Chatter CEO, Nakoda Industries (Industrialist)
 - Mr. Madhu Krishnan (Parent)

Schedule of meetings

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

- Monday, 15th July, 2024
- Wednesday, 25th September, 2024
- Monday, 27th January, 2025
- Friday, 23rd May, 2025

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 implementation of Academic Autonomy.
- Implementation of 360 degrees feedback and AICTE examination reforms

Impact of IQAC & Action Taken

1. Strengthened Accreditation and Quality Assurance:

- The five departments prepared the Self-Assessment Report of their UG programs under Tier-I category (GAPC V4.0). The prepared SARs were meticulously reviewed criterion-wise by the IQAC to ensure accuracy, completeness, and compliance with NBA accreditation requirements.

2. Improved Academic and Administrative Reporting:

- Conducted thorough reviews of Departmental Academic Audits to implement improvements based on feedback and suggestions.
- Completed and uploaded AISHE 2023-2024 data, meeting regulatory requirements.

3. Curriculum Innovation:

- Stress Management shall be replaced by Project Management with Course Code HS06, as an open elective and it was felt that the stress management can be covered by conduction of workshops.
- Introduced programs for working professionals at UG and PG levels.

4. Collaboration with international Universities:

- The institute signed a Memorandum of Understanding (MoU) with the University of California, Los Angeles (UCLA) to facilitate students exchange under certification programs, promoting international exposure and collaborative learning opportunities.

5. Institutional Visibility:

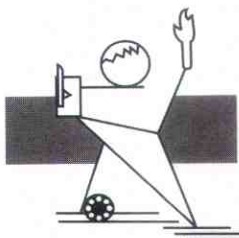
- Completed registration for NIRF and submitted data for participation in Times Engineering Survey 2024. It was ranked 29th among the Top 125 Private Engineering Institutes, 31st among the Top 175 Engineering Institutes, and 6th in the West Zone Engineering Institutes category.
- Institute is identified as one of the Center of Excellence and hence two drones shall be provided by Garuda Aerospace to our institute.

6. Stakeholder Engagement:

- Scheduled statutory meetings to address academic and administrative agendas.
- Initiated detailed planning for the Graduation Day Ceremony to ensure its success.

Future Plans

- Strengthen international research collaborations and pursue joint research with reputed global institutions
- Achieve NBA accreditation for more programs and maintain high standards for reaccreditation.
- Create more industry-sponsored laboratories to provide hands-on training.
- Develop eco-friendly campus initiatives, including green buildings and energy-efficient systems.
- Conduct skill-building programs for the local community in areas like IT, healthcare, and entrepreneurship.
- Center of Excellence will be established in each department.
- Application for Deemed to be university (DTBU) under distinct category
- Establishment of Research Centre leading to Ph.D. Degree.



Knowledge, Skill, Value

IPS ACADEMY

16 Colleges, 71 Courses, 58 Acre Campus

DIR/IPSA/IES/2024-25/ 40-1

Date: 15/07/2024

Subject: Minutes of IQAC Meeting held on 15th July 2024.

The IQAC meeting of the institute was held on 15th July 2024. 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 11th May 2024.
2. Preparation for Submission of AQAR 2023-2024.
3. Institutional Readiness for TCS Accreditation.
4. Preparation for Silver Jubilee Day Celebration.
5. Review and Strengthening of Faculty Professional Body Memberships.

1. Confirmation of the minutes of the IQAC meeting held on 11th May 2024

The minutes of the meeting were approved unanimously by all the members. The action taken report was presented by the Principal is appended as annexure 1.

2. Preparation for Submission of AQAR 2023-2024

As per the guidelines of NAAC, the submission deadline for AQAR of the previous academic year is 31st December of the current year. The coordinator informed that the process of data compilation for AQAR 2023-2024 is underway. All departments have been instructed to prepare and submit their respective data as per the data templates available on the NAAC website under the AQAR section.

3. Institutional Readiness for TCS Accreditation

The Principal constituted a committee and assigned specific responsibilities to all concerned members to ensure smooth preparation and successful conduct of the TCS Accreditation visit scheduled on 05 September 2024. The Training and Placement Cell was requested to coordinate with all departments for ensuring the availability of updated placement records, infrastructure details, and supporting documents.

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4. Preparation for Silver Jubilee Day Celebration

The members discussed the arrangements for the forthcoming Silver Jubilee Celebration of the institute scheduled on 21st September 2024. It was agreed to constitute sub-committees for various activities such as program coordination, cultural events, alumni interaction, and publicity. Active participation of faculty members and students was encouraged to ensure the grand success of the event.

5. Review and Strengthening of Faculty Professional Body Memberships

The IQAC discussed the importance of faculty memberships in recognized professional bodies (ISTE, IET, IEEE, CSI, IETE, etc.) to enhance academic and professional engagement. It was decided that Heads of Departments will review the status of professional body memberships among faculty members. Each HoD shall prepare and submit a list of faculty members who obtained memberships in the previous year, indicating whether the membership is yearly or lifetime. HoDs will also suggest the names of faculty members who are yet to obtain membership, along with the type of membership (yearly or lifetime) recommended for them, based on eligibility and professional requirements.

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


(Dr. Archana Keerti Chowdhary)
Principal & Chairperson IQAC

Annexure 1

Action Taken Report (ATR) of the IQAC meeting held on 11th May 2024

Item No.	Agenda Item	Remarks/ATR
2.	Submission of AQAR 2022-2023	The Annual Quality Assurance Report (AQAR) 2022-23 was successfully compiled and submitted to the NAAC portal within the stipulated timeline. All supporting documents and evidences were duly uploaded and verified.
3.	Participation in Times Engineering Survey 2024	The institute actively participated in the Times Engineering Survey 2024 conducted by A Division of Times Internet Limited. It was ranked 29 th among the Top 125 Private Engineering Institutes, 31 st among the Top 175 Engineering Institutes, and 6 th in the West Zone Engineering Institutes category.
4.	Collaboration with international Universities	The institute signed a Memorandum of Understanding (MoU) with the University of California, Los Angeles (UCLA) to facilitate student exchange under certification programs, promoting international exposure and collaborative learning opportunities.
5.	Preparation for Graduation Day Ceremony	The Graduation Day Ceremony was successfully conducted on 6 th July 2024. The Chief Guest for the ceremony was Dr. Sunil Kumar Gupta, Vice-Chancellor, Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal.



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DIR/IPSA/IES/2024-25/ 325-1

Date: 27/09/2024

Subject: Minutes of IQAC Meeting held on 25th September 2024.

The IQAC meeting of the institute was held on 25th September 2024. 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 15th July 2024.
2. Introduction of Japanese Certification Programs.
3. Academic Administrative Audits.
4. Preparation for NBA Self Assessment Report (SAR) of UG Programs

1. Confirmation of the minutes of the IQAC meeting held on 15th July 2024

The minutes of the meeting were approved unanimously by all the members. The action taken report was presented by the Principal is appended as annexure 1.

2. Introduction of Japanese Certification Programs

As per the meeting held with TCS Japanese wing there is a huge demand of students with N5 and N4 Certification in Japanese language. Hence it was decided that a rigorous training of Japanese language is required to be organized. It was proposed that training shall commence shortly for 2nd, 4th and 6th semester students.

The objective of training is to make our students ready for appearing N5 in July 2025 & N4 in December 2025.

3. Academic Administrative Audits

All Heads of Departments were instructed to conduct the Academic Administrative Audit (AAA) of their respective departments for the Academic Year 2023–2024 before 15th December 2024. Kindly ensure that all necessary documents, records, and supporting evidence are properly prepared and the audit process is completed within the stipulated time.

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4. Preparation for NBA Self Assessment Report (SAR) of UG Programs

All concerned Heads of Departments were instructed to initiate and coordinate the preparation of the NBA Self-Assessment Report (SAR) for the following five undergraduate programs:

- Chemical Engineering
- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Fire Technology & Safety Engineering
- Mechanical Engineering

Each department is required to ensure that all relevant data, supporting documents, and evidences are compiled as per the latest NBA guidelines under Tier-I (Autonomous Institute) category.

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

(Dr. Archana Keerti Chowdhary)
Principal & Chairperson IQAC



Annexure 1

Action Taken Report (ATR) of the IQAC meeting held on 15th July 2024

Item No.	Agenda Item	Remarks/ATR
2.	Preparation for Submission of AQAR 2023-2024	After the announcement of BAF and MBGL under reforms, NAAC shall devise mechanisms for capturing progress in the HEIs during their period of accreditation in a relevant method either designed by NAAC or through ONOD or similar platforms. Until then, the HEIs shall not be constrained to submit AQAR. Non-submission of AQAR shall not restrict the HEIs for MBGL or BAF. The HEIs shall keep up their effort towards continuous quality improvement measures and shall record the same through their IQAC.
3.	Institutional Readiness for TCS Accreditation	The TCS Accreditation visit on 05 th September 2024 was conducted smoothly and successfully, with positive feedback received from the visiting team regarding the institution's preparedness, documentation, and placement support activities.
4.	Preparation for Silver Jubilee Day Celebration	The Silver Jubilee Celebration was conducted successfully on 21 st September 2024, strengthening alumni relations, enhancing institutional reputation, and fostering a strong sense of pride and unity among students, faculty, and staff.
5.	Review and Strengthening of Faculty Professional Body Memberships	A total of 110 faculty members were recommended for professional body memberships, thereby enhancing the institution's academic credentials, faculty professional development, and participation in scholarly and technical communities.



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DIR/IPSA/IES/2024-25/ 693-1

Date: 28/01/2025

Subject: Minutes of IQAC Meeting held on 27th January 2025.

The IQAC meeting of the institute was held on 27th January 2025. 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 25th September 2024.
2. Training Program for Preparation of Question paper/ Assignment focusing on Practical Applications.
3. Strategic Plan of the Institute.
4. Application for Deemed to be university (DTBU) under distinct category.

1. Confirmation of the minutes of the IQAC meeting held on 25th September 2024

The minutes of the meeting were approved unanimously by all the members. The action taken report was presented by the Principal is appended as annexure 1.

2. Training Program for Preparation of Question paper/ Assignment focusing on Practical Application based

In alignment with Outcome-Based Education (OBE) and to promote experiential and skill-oriented learning, it is essential that assessment methods—such as question papers and assignments—focus on real-world applications of theoretical concepts. To achieve this, it is decided to conduct a training program in three phases for all the faculty members.

Phase I	General for all disciplines	Third week of February 2025
Phase II	Program Focused	Third week of March 2025
Phase II	Program Focused	Last week of March 2025

3. Strategic Plan of the Institute

The strategic plan for next five year (2025-2030) was projected and discussed in detail with IQAC members under the following heads:

- Achieving Academic Excellence
- Research & Development

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- Industry-Academia Collaboration
- Innovation & Entrepreneurship
- Holistic Development of Student
- Development of faculty & technical staff
- Community Engagement and Sustainability
- Infrastructure & Digital Transformation
- Excellence in Governance and Administration

4. Application for Deemed to be university (DTBU) under distinct category

The Principal informed that as per the Gazette of India dated 2nd June 2023 and UGC Notification 2022, the institute is eligible to apply for Deemed to be University (DTBU) under the distinct category. Preparatory instructions were issued to ensure readiness for submission in the next academic year.

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


(Dr. Archana Keerti Chowdhary)
Principal & Chairperson IQAC

Annexure 1

Action Taken Report (ATR) of the IQAC meeting held on 25th September 2024

Item No.	Agenda Item	Remarks/ATR
2.	Introduction to Japanese Certification Programs	The institute introduced the Japanese Language course as a Humanities and Social Science Open Course (HSMC-I) in the 5th Semester. A qualified faculty member was appointed to teach the course, and the curriculum was structured to provide both theoretical knowledge and practical language skills to prepare students for Japanese language certification.
3.	Academic Administrative Audits (AAA)	The Academic Audits of the following departments were held during 13th December 2024 to 20th January 2025: • Civil Engineering • Chemical Engineering • Computer Science Engineering • Electronics & Communication Engineering • Electrical & Electronics Engineering • Fire Technology & Safety Engineering • Mechanical Engineering The Audits were conducted through the external experts from reputed institutes for respective programs.
4.	Preparation for NBA Self Assessment Report (SAR) of UG Programs	The five departments prepared the Self-Assessment Report of their UG programs under Tier-I category (GAPC V4.0). The prepared SARs were meticulously reviewed criterion-wise by the IQAC to ensure accuracy, completeness, and compliance with NBA accreditation requirements.



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DIR/IPSA/IES/2024-25/ 2025-1

Date: 23/05/2025

Subject: Minutes of IQAC Meeting held on 23rd May 2025.

The IQAC meeting of the institute was held on 23rd May 2025. 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 27th January 2025.
2. Revision in Academic Rules & Regulation (ARR).
3. Revision in subject under the category HSMC.
4. UG/PG Programs for Working Professionals.
5. Centre of Excellence.
6. Board of Studies/ Academic Council/ Governing Body Meeting.
7. Faculty Development Program on Cyber Security.
8. Executive Leadership Program in Engineering Areas.
9. Graduation Day.

1. Confirmation of the minutes of the IQAC meeting held on 27th January 2025

The minutes of the meeting were approved unanimously by all the members. The action taken report was presented by the Principal is appended as annexure 1.

2. Revision in Academic Rules & Regulations (ARR)

The major changes in revised Academic Rules & Regulations (ARA/03/UG/2024), (ARR/03/UG/2024) & (ARE/03/UG/OG/2024) were discussed. The corrigendum for the same is attached herewith and the revised Academic Rules & Regulations (ARR) shall be uploaded on Website.

3. Revision in subject under the category HSMC

The major revisions are as follows:

- i. Stress Management shall be replaced by Project Management with Course Code HS06, as an open elective and it was felt that the stress management can be covered by conduction of workshops.

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ii. There are three subjects under HS06 open elective category on Psychology.

- Industrial Psychology
- Engineering Psychology
- Industrial Safety Psychology

It has been decided that there will be only one course on Psychology i.e. industrial Safety Psychology and remaining, if required, shall be covered through workshops.

4. UG/PG Programs for Working Professionals

It was informed that an independent brochure shall be prepared for UG/PG programs for Working Professionals which includes the procedure for teaching, evaluation and assessment for Working Professionals only.

5. Centre of Excellence

It was informed that IPS Academy, Institute of Engineering & Science is identified as one of the Centre of Excellence and hence two drones shall be provided by Garuda Aerospace to our institute. The MoU with Garuda Aerospace was signed last year. As an outcome, one faculty and one student shall be trained as a Remote Pilot by Garuda Aerospace in two weeks training program.

6. Board of Studies/ Academic Council/ Governing Body Meeting

It was instructed to all HoDs that the Board of Studies meeting (BoS) of all the departments shall be conducted during June 2025 so that Academic Council (AC) and Governing Body (GB) meeting shall be conducted in July 2025.

7. Faculty Development Program on Cyber Security

Two weeks Faculty Development Program on Cyber Security is scheduled to be organized in second half of June 2025. It is also recommended to offer Minor/ Honor programs in Cyber Security.

8. Executive Leadership Program in Engineering Areas

It is proposed to offer of certification program. Executive Leadership Development program in emerging areas for academic and corporate leaders.

9. Graduation Day

It was indicated that the Graduation day ceremony is scheduled in July 2025, to felicitate the meritorious students. The final program shall be shared and published on website shortly.

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

A circular purple stamp with the text "S Academy" at the top, "Principal & Chairperson IQAC" at the bottom, and "Dr. Archana Keerti Chowdhary" in the center. A handwritten signature in blue ink is written over the stamp.

(Dr. Archana Keerti Chowdhary)
Principal & Chairperson IQAC

Annexure 1

Action Taken Report (ATR) of the IQAC meeting held on 27th January 2025

Item No.	Agenda Item	Remarks/ATR
2.	Training Program for Preparation of Question paper/ Assignment focusing on Practical Application based	Successfully organized Training Program for Preparation of Question paper/ Assignment as per AICTE Examination Reform Policy November 2018
3.	Strategic Plan of the Institute	The draft of the Strategic Plan 2025–2030 has been prepared in the prescribed format as suggested by the Internal Quality Assurance Cell (IQAC). The document outlines the institute's vision, mission, goals, and strategic objectives for the next five years.
4.	Application for Deemed to be university (DTBU) under distinct category	The Internal Quality Assurance Cell (IQAC) has initiated the preparation of a Detailed Project Report (DPR) as part of the application process for Deemed to be University (DTBU) status under the distinct category. The DPR encompasses a fifteen-year strategic vision plan and a five-year rolling implementation plan, detailing the institute's roadmap for academic and institutional excellence.