

**MINUTES OF THE SECOND MEETING OF THE
INTERNAL QUALITY ASSURANCE CELL
HELD ON 14TH SEPTEMBER, 2016**

The second meeting of the Internal Quality Assurance Cell (IQAC) was held on 14th September, 2016 at 4.00 p.m. The venue of the meeting was Board Room, DA-IICT.

The following members were present:

1. Prof NagarajRamrao, Director, DA_IICT, Chairman
2. Prof SumanMitra, Dean (AP), DA-IICT, Director, IQAC
3. Prof RanenduGhosh, Dean (Students), DA-IICT, Faculty Member
4. Prof Sanjeev Gupta, Dean (R&D), DA-IICT, Faculty Member
5. Prof Asim Banerjee, Convenor, Placement, Faculty Member
6. MrSoman Nair, Executive Registrar, DA-IICT, Administrative Member
7. MrHasendrasinhJhala, Head (HR&Admin), DA-IICT, Administrative Member
8. MrAnamitra Das, TCS Gandhinagar, Member from Employer
9. Mr Manish Berwani, Student, DA-IICT, Student Member
10. MrSuchit Gandhi, Student, DA-IICT, Student Member

Leave of absence was granted to the following members:

- 1) Mr Suresh Rangachar, Reliance Communications, Management Member
- 2) MrSwapnilKhandelwal, Alumnus, Alumni Member
- 3) MrRoghuvirSonghela, Alumnus, Alumni Member

The following officials attended the meeting as special invitees:

- 1) Prof MV Joshi, Convenor, Research Promotion Council, DA-IICT
- 2) Prof LaxminarayanaPilutla, ICT Convenor, DA-IICT
- 3) Prof Maniklal Das, BTCRC Convenor, DA-IICT
- 4) Prof BharaniKollipara, Convenor, Admission Committee 2016, DA-IICT

The following items were discussed at the meeting:

Item No. 1 Approval of the Minutes of the previous meeting

The minutes of the previous meeting the Council was approved.

Item No. 2 To note the nomination of student members

The members noted the nomination of Mr Manish Berwani and MrSuchit Gandhi, to IQAC as Student Members. The Chairman welcomed them. He also recalled the contributions of their predecessors, MrAmanAgarwal and MrValayVaidya, to the deliberations of IQAC.

The Chairman suggested that IQAC could meet prior to the meetings of the Board of Governors twice in a year, one meeting in January and the other in August. The suggestion was accepted.

The Chairman briefed on the mission of IQAC and stated that the IQAC has to play a major role by guiding and supporting the Institute's efforts in enhancement, assurance and sustenance of quality in all activities of the Institute towards promoting academic excellence. He also stated that that it is essential for IQAC to submit an Annual Quality Assurance Report (AQAR) to NAAC and the report should form part of Institute's Annual Report.

Action Points

- **IQAC will meet twice in an academic year Mid-January and Mid-August**

Item No. 3 To nominate representatives of Alumni Association

It was brought to the notice of the Committee thatMrRoghuvirSonghela, one of the members representing Alumni moved abroad and therefore, he may not be able to attend the meetings of IQAC. ProfSanjay Srivastavawas advised to nominate a member alternate to him. One of the members proposed that MrNiyamsanChaya(ID: 201312004), M.Sc (IT) be considered as a probable nominee.

Action Points

- **Prof. Sanjay Srivastava to nominate a member from the Alumni**

Item No. 4 Report on the Academic Activities

Prof SumanMitra, Dean (AP), referred to the report on academic activities2015-16 that he has circulated amongmembers. He summarized on the number of courses offered which included the compulsory Technical Writing course for M. Tech students, the new course titled 'Topics in Neural Networks' offered with faculty from

Nanyang Technological University, Singapore, external faculty members invited, and the feedback received from the students on the courses. He stated that the overall analysis of the feedback shows that the student community is satisfied with the courses offered. It was brought to the notice of the members that, as the practice has been to take an offline course feedback, a Committee is constituted to examine the possibility of implementing an online feedback system.

Prof Mitra briefed that the academic activities plan 2016-17 includes invitation to 8 external faculty members to offer management related courses and courses in focus area for MDes and MSc (ICT-ARD) Programs and the decision to repeat the 'Topics in Neural Networks' course during the winter break.

The meeting examined the large number of elective courses offered and opined that the Institute may either strengthen elective courses or consider training B. Tech students for selected 'certification' programs after second year of their studies as the certification programs have become a 'brand' requirement for placement. Prof Srivastava opined that before we decide on the proposal, we should collect data on impact and necessity of certification programs and assess the 'brand value' of them before planning to offer them. It was clarified that 'certification programs' are considered as one of the positive inputs for NAAC and NBA assessments.

It was stated that the course 'Neural Networks' conducted in ten days has three credits. The members felt that a ten days course is not worth for 3 credits. Prof Suman Mitra clarified that this initiative offering new and special courses where we do not have the faculty is on an experimental basis. A detailed proposal to offer the course twice in an academic year with accepted credit structure will be placed before the ensuing meeting of the academic council for a final decision.

The IQAC noted that Ms. Lavanya Gupta, B.Tech 2012 batch student will receive the TCS 100 best student award 2016 for her holistic achievement as a B. Tech student.

Report of the Dean-AP is as the Annexure-I

Action Points

- **Dean-AP to prepare a proposal for conducting special courses during the summer and winter breaks. The proposal should be ratified by the Academic Council.**
- **Placement committee would look at the possibility of offering certification courses after deliberating the need of the same.**

Item No. 5 Report on BTCRC

Prof Maniklal Das, BTCRC Convenor summarized the process through which the review of BTech (ICT) 2016 was undertaken. He stated that, at all stages of the work of the Committee starting from July, 2016 the Committee consulted all stakeholders particularly, the external experts and the industry. He highlighted major changes in the curriculum as follows:

- A total of 7 credits increased in the revised curriculum and that to the foundation courses.
- Three new courses added to the foundation core – ‘Engineering Design Workshop,’ ‘Engineered Materials’ and ‘Digital Communications’.
- The course ‘Object Oriented Programming’ is removed from the foundation core and the course ‘Algorithms’ has been considered as the foundation core.
- The course ‘Communication Skills’ is replaced by a graded course named as ‘Language and Literature’.
- Electives credits remain same. ICT elective is suggested in place of Group electives, which is expected to have ICT flavor altogether instead of IT or CT group wise courses. Students can also do mini-project under starting from their 5th Semester.
- Top students (based on CPI) would be given the opportunity to have research courses in lieu of technical electives.

It was noted that the revised curriculum has been implemented effective from academic year 2016-17.

Report of the BTCRC is as the Annexure-II

Action Points

- **Dean-AP to implement the new curriculum**
- **Possibility of extending the opportunity of Research courses to batches prior to 2016 batch.**

Item No. 6 Report on Admissions 2016

Prof Bharani Kollipara, Convenor, Admission Committee 2016 briefed the IQAC on the admission status. He stated that for the 150 seats of All India Category B.Tech program, the Institute has received 5344 applications. He expressed his concern that there is a decline in applications for PG Programs and this could be because of the general trend of graduates taking up jobs soon after the graduation and non-availability of hostels on the campus. He further stated that the data on admissions indicate that the majority of applicants for the B.Tech Program are high JEE rank holders and as

the Gujarat Category of Admission handled by ACPC has not yet been completed, a complete status report on admissions cannot be presented.

Report of the Admission Committee is as the Annexure-III

Item No. 7 Report on newly formed Research Promotion Council

Prof MV Joshi, Convenor, Research Promotion Council briefed the IQAC that the objective of the Research Promotion Council is to formulate policies for overall enhancement of research activities, advise the Dean (R&D) on implementation of the policies, encourage faculty to prepare research and explore funding from industry and the Government. He stated that the funding for the faculty to participate and present their accepted research papers at national and/or international conferences have been revised to Rs.3.00 lakh per block period of 3 years. He also stated that the Council is working towards guiding and supporting faculty and students in getting funding from external sources and collaborative research with reputed institutions in India and abroad work to expand the research activities at the Institute.

Report of the RPC is as the Annexure-IV

Item No. 8 Proposal to constitute MTCRC

Prof SumanMitra informed the meeting that the Director has constituted a Committee for review of MTech Curriculum (MTCRC 2016) with Prof ManikLal Das as Convenor. Besides five internal faculty members, the Committee has Prof KalakarKarlapalem from IIT Hyderabad and Prof Pratik Shah from IIT Vadodara. He stated the Committee is expected to complete its work before the next academic year.

Action Points

- **Dean-AP to announce the MTCRC after getting the approval of the Director**

Item No. 9 Enhancement of ICT facilities

Prof LaxminarayanaPilotla, ICT Convenor reported that with the support of RCom and using 2016-17 budgetary provisions, we have upgraded the ICT resources considerably. He highlighted that hardware such as computing servers, network attached storage, 20 desk top of i5 configuration valuing Rs.61.19 were procured. Similarly, on the software side, MATLAB license for 3 years, adobe CCT cloud license, Cadence EDA and LABVIEW up-gradation worth Rs.54.42 lakh were undertaken. In

addition, networking and class room equipment worth Rs.74.73 lakh were procured and the RCom has upgraded the internet line connectivity from 4 mbps to 20 mbps. It was decided to organize a session for PhD students to acquaint them with the computing facilities to use them for their research. Prof Pilutla was advised prepare a brief comparative statement on increase in investment in computing facilities during the financial years 2015-16 and 2016-17 and forward to the Chairman, IQAC.

Report is placed as Annexure-V

Action Points

- **ICT convenor to strengthen the Wi-Fi at the faculty blocks**
- **Wi-Fi connectivity at the Faculty Blocks to be extended to PhD students**

Item No. 10 Renovation of Campus Building

MrSoman Nair, Registrar reported that the renovation works of six washrooms in the men's hostel, Lecture Theater-1 and converting CEP class room 102 into a mini-auditorium have been completed. The next phase of the renovation work planned is renovation of 12 washrooms in hostels, Lecture Theaters 2 & 3, Faculty Blocks and CEP Building during the financial years 2016-17 and 2017-18.

Item No. 11 Preparation of Annual Quality Assurance Report (AQAR)

Prof SumanMitra, Director, IQAC brought to the attention of the Committee that it is essential to prepare an Annual Quality Assurance Report (AQAR) by IQAC Cell and submit the report to NAAC every year. It has also become mandatory to place the minutes of the meeting and the compliance to the IQAC decisions at our web site.

Action Points

- **Dean-AP and the Registrar to initiate the preparation of AQAR**

Item No. 12 Preparation of a web page for IQAC

The Chairman suggested Prof SumanMitra, Director, IQAC to take up this matter with the Web Committee.

Action Points

- **Dean-AP to discuss with Web Committee for setting up the webpage of IQAC**

Item No. 13 One day workshop on IQAC at DA-ICCT

The Chairman approved the proposal to hold a one day workshop on IQAC to orient and acquaint the members the objective and process of IQAC. He advised Prof SumanMitra, Director, IQAC to design and hold the workshop with external experts on a date suitable to the members.

Action Points

- **Dean-AP to discuss with the Director for conducting such workshop.**

Item No. 14 Suggestions from the Student Members

The student members recalled their long pending proposal to change the convocation dress. They urged that the Institute should take a decision on this proposal soonest possible so that the graduates of 2016 can be informed of the new dress in advance. They also brought to the attention that they have a draft proposal with options and they can submit the same to the Institute, if desired. Prof Sanjay Srivastava suggested that the views of alumni and the 2016 batch of graduates be taken while considering this proposal.

Students also expressed that class conducted after the regular hours of the academic schedule (i.e. after 5 pm) should be reduced as far as possible.

Action Points

- **Director to constitute the convocation committee for the year 2017. The committee to look at the issue of convocation dress code.**
- **Dean-AP to discuss the issue of conducting class after 6 pm with the faculty and then announce a plan to combat this issue.**

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