



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

(An ISO 9001:2015 Certified Institution)

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Ref no: BVCOE/ND/IQAC/02/2025-26

Date: 06.10.25

MINUTES OF MEETING (MOM)

IQAC MEETING HELD ON 6th OCTOBER 2025

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 6th October 2025 at 2.30 PM in the Conference Room of Bharati Vidyapeeth College of Engineering (BVCOE), New Delhi-110063.

The following members were present.

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|-----|--|--------------------|
| 1. | Prof. Dharmender Saini
Principal, BVCOE, New Delhi | - Chairperson |
| 2. | Prof. Kirti Gupta
Vice-Principal (Academic) and Head (ECE) | - IQAC Coordinator |
| 3. | Prof. Sushil Kumar
Head (Applied Science) | - IQAC Coordinator |
| 4. | Prof. Prakhar Priyadarshi
Vice-Principal (Administration) and Head (IT) | - Member |
| 5. | Prof. Kusum Tharani
Professor and Head (EEE & ICE) | - Member |
| 6. | Prof. Deepika Kumar
Professor and Head (CSE) | - Member |
| 7. | Dr. Gargi Mishra
Associate Professor | - Member |
| 8. | Dr. Apoorva Aggrawal
Assistant Professor | - Member |
| 9. | Dr. Sangeeta Gupta
Assistant Professor | - Member |
| 10. | Mr. Sandeep Patil
Office Superintendent | - Member |

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11. Mr. Aditya Jain - External Member
Alumni

The following members could not attend the meeting due to their pre-occupation:

1. Dr. Seema Gupta - Member
Director, BVIMR, New Delhi
2. Mr. Ajay Goel - External Member
Managing Director, Nagarro

The agenda and minutes of the meeting are as follows:

Agenda 1: To review the action-taken report on points from the previous meeting.

Minutes:

- Last IQAC meeting agendas were placed and circulated to all members.
- The member appreciated the progress on the actions for the discussions held in the last meeting.
- Departments updated the committee on completed and pending tasks.
- Items requiring further follow-up were noted for immediate action.

(Action to be taken by: All Heads of the Department, Higher studies cell and Training & placements)

Agenda 2: To review and execute the Academic Audit in each department.

Minutes:

- The Academic Audit process and its requirements were explained.
- Departments were given specific responsibilities for smooth execution.
- A final deadline for completing the audit was approved.

(Action to be taken: All Heads of the Department, Deans)

Agenda 3: Discussion on the new Internal Assessment scheme introduced by GGSIPU.

Minutes:

- The new scheme was analyzed for its impact on students and faculty.
- Suggestions for effective implementation were shared.
- Members agreed to conduct an orientation for faculty regarding the new scheme.

(Action to be taken by: All Heads of the Department and Deans)



Agenda 4: To discuss the initiation of the NAAC Accreditation Process and its requirements

Minutes:

- The committee discussed the steps required to begin the NAAC Accreditation Process.
- Departments were briefed on essential documentation and evidence needed for each criterion.
- Responsibilities for data collection and compilation were assigned.
- A timeline for initiating NAAC-related activities was proposed.
- Departments were instructed to start preliminary preparations immediately and to segregate and compile data as per NAAC criteria.

(Action to be taken: All Heads of the Department, Deans and NAAC Coordinator)

Agenda 5: To review the new syllabus and scheme of the B.Tech program.

Minutes:

- The revised B.Tech curriculum and structure were reviewed.
- HoDs were advised to align teaching plans and assessments with the new scheme.
- Implementation requirements for the next academic cycle were discussed.

(Action to be taken by: All Heads of the Department and Deans)

Agenda 6: To discuss the newly issued NBA guidelines and their implications.

Minutes:

- Recent changes in NBA guidelines were presented.
- Departments were informed about updates required in documentation and processes.
- Compliance measures for the next accreditation cycle were outlined.

(Action to be taken by: All Heads of the Department and Deans)

Agenda 7: To inform faculty members about the updates in the Self-Assessment Report (SAR).

Minutes:

- HoDs were instructed to communicate SAR-related changes to their faculty.
- Departments were asked to begin preparing revised SAR inputs.
- A submission timeline for updated SAR data was agreed upon.

Action to be taken by: All Heads of the Department, Deans and Account Section)



Agenda 8: To discuss the formation of a revised attainment sheet as per the new NBA guidelines.

Minutes:

- The need for a revised attainment sheet aligned with new NBA norms was discussed.
- The Principal instructed the NBA Coordinator to prepare the updated sheet.
- Departments will adopt the new format once circulated.

(Action to be taken by: NBA Coordinator)

Agenda 9: To review the NIRF scores, identify areas of improvement, and assign actions to HoDs.

Minutes:

- The institution's latest NIRF scores were examined.
- Weak areas such as research, placements, and outreach were identified.
- HoDs were allotted specific improvement tasks.

(Action to be taken by: All Heads of the Department, Deans and NIRF Coordinator)

Agenda 10: To analyze the results of A.Y. 2024–25 and focus on strategies for supporting weak students.

Minutes:

- The academic results for the year were reviewed.
- Departments were asked to identify weak students and provide support measures.
- Plans for remedial classes and mentoring were discussed.

(Action to be taken by: All Heads of the Department and Subject Coordinators)

Agenda 11: To discuss the DAC and DAB committee reports submitted by all departments.

Minutes:

- DAC and DAB reports from each department were presented.
- Key observations regarding teaching quality and assessments were noted.
- Departments were advised to act on identified gaps.

(Action to be taken by: All Heads of the Department)

Agenda 12: To present the summary report of the International Conference RAICE 2025.

Minutes:

- A brief overview of RAICE 2025 was shared, including participation and outcomes.
- Positive feedback and areas for improvement were discussed.

Agenda 13: To discuss the preparations for the upcoming *Renewable Energy Potential for Sustainable Initiatives (REPSI 2026)* Conference scheduled for 6th & 7th February 2025.

Minutes:

- Preparations and responsibilities for the REPSI Conference were reviewed.
- Departments were asked to coordinate for sessions, logistics, and registrations.
- Readiness checkpoints were scheduled.

(Action to be taken by: HOD EEE)

Agenda 14: To propose the plan for organizing the first Internship Mela on 1st & 2nd November 2025.

Minutes:

- The concept and objectives of the Internship Mela were discussed.
- Initial planning responsibilities were assigned.
- A detailed framework will be drafted for the next meeting.

(Action to be taken by: Training & Placement Cell)

32/02/25
06/10/25
Prof. Sushil Kumar
IQAC Coordinator


Prof. Dharmender Saini
IQAC Chairperson
Principal, BVCOE, New Delhi