



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of Delhi vide Act 9 of 2012)

Kashmere Gate, Delhi – 110006
(ISO 9001:2015 Certified)

Internal Quality Assurance Cell (IQAC)

Dated: 11.01.2021

**REPORT ON THREE DAYS ORIENTATION PROGRAM ON QUALITY RESEARCH,
PUBLICATIONS AND CITATION**

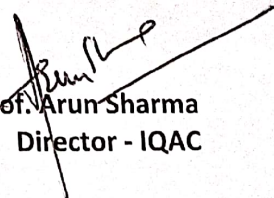
(18-01-2021 TO 20-01-2021)

Three Days Orientation Program on Quality Research, Publications and Citation was organized by IQAC from 18th January to 20th January, 2021 in an online mode. More than 100 participants including Faculty Members, Research and PG students attended the program.

On the first day, Prof Arun Sharma welcomed the Speakers and the participants and emphasized on the need of doing quality research. He also spoke about various accreditation processes where quality research publications play an important role during the assessment of the University.

First two days sessions were taken by Prof. Naveen Prakash, Adjunct Faculty, IGDTUW. He explained various concepts of research like qualitative and quantitative, basic, applied and descriptive research. He briefed about the identification of research problem through various case studies in different engineering domains. He discussed the methods for reviewing a research article published in Journal/Conference. Third day session was conducted by Dr. Deepak Jain, NIC. He discussed about Plagiarism Issues, Citation, Self-Citation concepts. He also explained the various metrics including citations, H-index, i10 index of a journal which help in identifying the suitable Journal for publication of papers.

During the closing ceremony of the Program, Director – IQAC thanked the Resource Persons and all the participants.


Prof. Arun Sharma
Director - IQAC



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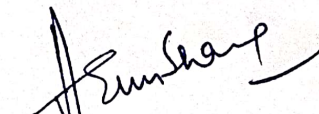
NOTICE

Three Days Orientation Program on Quality Research, Publications and Citation will be organized from 18-01-2021 to 20-01-2021 in an online mode (CISCO Webex Platform). Faculty members, Research Scholars and all PG students (MTech, MPlan and MCA) are advised to attend the said program.

Following topics will be covered during the Orientation Program:

1. How to identify the research problem
2. Framing the Research Objectives
3. Performing the Literature Review and Experimentation
4. Plagiarism Issue, Citation, Self-Citation
5. Identifying the suitable Journal
6. Indexing (SCOPUS, Web of Science)

The Resource Person for the said Orientation Program will be Prof. Naveen Prakash, Adjunct Faculty, IGDTUW and Dr Deepak Jain, NIC.


Prof. Arun Sharma
Director - IQAC



Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-110006

Students Induction Program (13th - 28th August, 2020)

(MCA, MTech, MPlan and PhD 2020 Admitted Batches)

REPORT

Department of Information Technology, IGDTUW coordinated the three weeks Students Induction Program for the newly admitted students of MCA, MTech, MPlan and PhD batches. Approximately 150 students participated in this program.

Program was started on 13th August, 2020 with the blessing of Hon'ble Vice Chancellor, Dr Amita Dev. She congratulated all the students and briefed about the University, its courses, CBCS pattern of education and various achievements of the University. She emphasised on practical exposure along with strong theoretical and conceptual background and advised the students to learn new technologies and develop projects in niche areas. Registrar, Prof R K Singh also addressed the students on the inaugural day.

During the Program, sessions were conducted by Dean – Academics, Dean-Students Welfare, Dean–Examination Affairs, Dy. Dean (Research and Consultancy) and Dy. Dean (IRD). HoDs of various departments also gave the presentation about their departments. CEO-Anveshan Foundation briefed about the Innovation and Entrepreneurship and advised students to join Anveshan Foundation. Training and Placement Officer, Dr. Jasdeep Kaur explained the placement scenario of IGDTUW. She also briefed about various stages during the placement activity.

All the students attended One week Workshop on Artificial Intelligence and Speech Technology (AIST), organized in technical collaboration with IBM from 17th August to 21st August, 2020. Eminent resource persons from India and abroad including **Dr S. Sakti from NAIST Japan, Dr Odette from Delft University of Technology, The Netherlands, Dr P K Das and Dr Samudra Vijaya K from IIT Guwahati, Mr Karunesh Arora from CDAC, Dr. Deepak Garg from Bennett University, Dr. S S Agrawal from KIIT Gurugram, Dr. Amita Dev and Dr. Niyati Baliyan from IGDTUW, Dr Mani Madhukar, Mr. Magesh, Ms Shreya Khare, Ms Shreeya Joshi, Mr Ashish Mittal from IBM Research Lab and IBM Software Lab.** Students learned concepts of artificial intelligence and speech technology including speech synthesis,

speech recognition, text to speech, speech to text and other. They got hands-on exposure on languages and tools including Python, IBM Watson, Kaldi and others. Students were required to submit a detailed report of the event along with the implementation of a case study in a team of 4 students.

Few of the IGDTUW Alumni interacted with the newly admitted students in different sessions of the Program:

- Ms Ritu Sirohi, MTech-ISM - American Express
- Ms Ritika Tyagi, MTech-VLSI – Intel
- Ms Jaspreet Kaur, MCA – CISCO
- Ms Anviksha Dixit, MCA – CISCO
- Ms Manisha Keim, MTech-ISM - CISCO

Alumni briefed about their journey at IGDTUW and their preparations for academics and placement, involvement in various clubs/societies etc. They advised for attending all the classes and lab sessions regularly and participation in various competitions, hackathon and other activities organized by IGDTUW and other premier Institutions. Students were having lot of queries, which were excellently resolved by the Alumni.

Two motivational sessions on positive psychology and happiness were organized on 24th and 25th August, 2020. The first session was conducted by **Ms Guneet Sethi, a renowned motivational speaker** and social activist working towards building skills and improving employability of rural youth. She spoke about 'Self', optimistic attitude and perseverance to overcome challenges. Another session was conducted on How to de-stress yourself by **Mr Nitin Chauhan, Solution Architect, 3rd Eye Solutions**. Both the sessions were well appreciated by all the students.

On 24th August, 2020, **Dr. Sachin Gulati, Director- India Campus Recruitment, American Express** along with his team explained about What Industry Needs from the Students. **Dr Mani Madhukar, IBM Research Lab** on 28th August, 2020 advised the students for project development and to actively participate in competitions like Codevita, HackChallenge, Smart India Hackathon and others. He also shared a lot of free resources on various technologies like AI, ML, DL, Cloud, IoT and others.

Apart than these, following sessions were also conducted:

- **Prepare your Report by using Latex by Dr Sourabh Bharti**, Asst. Professor, IGDTUW on 26th August, 2020
- **Research Ethics by Dr. Dinesh Ganotra**, Asst. Professor on 26th August, 2020
- **Resume Building by Dr Bhavya**, Asst. Professor, IGDTUW on 27th August, 2020

During the whole Program, regular sessions on **Competitive Coding** were conducted post lunch by **Ms Shweta Singhal, Visiting Faculty, IGDTUW along with few senior students** to sharpen the programming skills of the new students. On last day, an online quiz was conducted to assess the overall learning of the students.

In between the sessions, students were asked to speak about general topics like Your aim/objectives in professional life, What you plan to do to achieve those goal/objectives, What do you expect from IGDTUW to help you in achieving your goal/objectives and What IGDTUW should expect from you. Students took participation in these sessions with great enthusiasm.

All the students are advised to submit their learning out of this entire Induction Program. The whole event went smoothly with proper coordination with all the Resource Persons of various sessions and the students.

Our sincere thanks and gratitude to Hon'ble Vice Chancellor, Dr Amita Dev for having faith in us and assigning this responsibility to the Department of IT. We are sure that under her able leadership and guidance, the University will be able to reach to the new heights of success. Special thanks to Registrar, Deans, Dy. Deans, TPO and HoDs for their motivation and support.

Special Thanks to Dr. Mohona Ghosh, Asst. Professor – IT, Dr Kalpana Yadav, Asst. Professor-IT and PhD students of IT Department Ms Pooja Gambhir, Ms. Shweta Mittal, Ms. Neha Gupta, Ms Garima Jaiswal and Ms. Surbhi Khurana who worked tirelessly for the smooth conduct of the entire Induction Program.

Dr Arun Sharma
HoD-IT



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Students Induction Program (13th - 28th August, 2020)

(MCA, MTech, MPlan and PhD 2020 Admitted Batches)

Date	Time	Activity
13 th August, 2020	11:30 – 11:35 AM	Welcome
	11:35 – 12:00 Noon	Blessings by Hon'ble Vice Chancellor, IGDTUW
	12:00 – 12: 15 PM	Address by Registrar
	12:15 – 12:30 PM	Know the Academics by Dean - Academics
	12:30 – 12:45 PM	Student Life at IGDTUW by Dean Students Welfare
	12:45 – 01:00 AM	Exams, Grade and Results by Dean Examination Affairs
	01:00 - 01:15 AM	Address by Dy. Dean (Research and Consultancy)
	01:15 – 02:15 Noon	Lunch Break
	02:15 – 03:15 PM	Know your Department – by Respective HoDs and Faculty Members
	03:15 – 03:45 PM	Judge your Programming Skills (Online Quiz)
14 th August, 2020	10:00 – 10:45 AM	Nitti Gritty of Placement by Training and Placement Officer
	10:45 – 11:00 AM	Address by Chief Warden and Dy. Dean (IRD)
	11:00 – 12:00 Noon	Incubation Centre by Dr V K Arora, CEO-Anveshan Foundation
	02:00 – 02:30 PM	Talk by Alumni
	02:30 – 3:30 PM	Competitive Coding Session
Week 2: Day 1-5 (17th August to 21st August, 2020)		
Workshop on Artificial Intelligence and Speech Technology		
24 th August, 2020	11:00 – 12:00 Noon	What industry requires – An Talk by Dr Sachin Gulati, Director-India Campus Recruitment, American Express
	12:00 – 12:30 PM	Talk by Alumni
	02:00 – 3:00 PM	Ignite Young Mind - A Motivational Talk by Ms Guneet Sethi
	03:00 – 04:00 PM	Competitive Coding Session
August	11:00 – 12:00 AM	Know your Expectation – Presentations from MCA Students
	12:00 – 01:00 PM	Invited Talk (Positive Thinking/ Positive Psychology) - by Mr

		Nitin Chauhan, Solution Consultant - 3 rd Eye Solutions, New Delhi
	02:00 – 03:00 PM	Competitive Coding Session
26 th August, 2020	Time	Activity
	11:00 – 12:00 Noon	Invited Talk (Research and Publication Ethics) Dr Dinesh Ganotra
	12:00 – 01:00 PM	Session on Latex by Dr Sourabh Bharti
	02:00 – 03:00 PM	Competitive Coding Session
27 th August, 2020	11:00 – 12:00 Noon	Session on Soft Skills/Resume Building – Dr Bhavya
	12:00 – 01:00 PM	Department Specific Activity – by concerned Departments
	02:00 – 03:00 PM	Talk by Alumni
28 th August, 2020	11:00 – 12:00 Noon	Department Specific Activity – by concerned Departments
	12:00 – 12:30 PM	Interaction by Ms Jaspreet Kaur, CISCO (Alumni- MCA and Ex-Student Coordinator - thingQbator)
	12:30 – 01:00 PM	Talk by Dr Mani Madhukar, IBM Research Lab
	02:00 – 03:00 PM	Competitive Coding Session
	03:00 – 03:30 PM	Online Quiz

Indira Gandhi Delhi Technical University for Women, Delhi

Students Induction Program
13-28th August, 2020



Ms. Guneet Sethi

MOTIVATIONAL TALK

IGNITING YOUNG MINDS

Guneet Sethi is an experienced educationist, trainer and communication professional. Presently she is the Manager of Quality Assurance with a Social Enterprise. She has an expressive voice and excellent communication skills. She has been featured in several programs aired on AIR and prime FM Channels. She has also lent her voice for several Education based films. She is a great motivational speaker and has conducted several Workshops and Training Programs for various Universities. She was honored with a National Award as Role Model presented by Hon'ble President of India in 2012.

Monday, 24 August, 2020 Time : 02:00 PM onwards

<https://igdtuw1.webex.com/igdtuw1/onstage/g.php?MTID=e77dd98618b83e5e93c9638247a7558e6>



www.igdtuw.ac.in
www.anveshanfoundation.org





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Internal Quality Assurance Cell (IQAC)

Dated: 04.10.2019

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 4th October, 2019 at 3 PM in the Conference Hall, Admin Block.

Following members were present:

- | | |
|---|-----------------|
| 1. Dr. Arun Sharma, HoD – IT and Director – IQAC | Chairperson |
| 2. Dr. Richa Yadav, Assistant Professor – ECE | Member |
| 3. Dr. Pooja Bhati, Assistant Professor, MAE | Member |
| 4. Dr. Mohona Ghosh, Assistant Professor – IT | Member |
| 5. Dr. Surendar K Sharma, Assistant Professor – ASH | Member |
| 6. Dr. Seeja K R, HoD – CSE | Special Invitee |
| 7. Dr. Manoj Soni, HoD – MAE | Special Invitee |
| 8. Dr. Nidhi Goel, HoD – ECE | Special Invitee |

At the outset, Dr. Arun Sharma, Director - IQAC welcomed all the members and gave a brief presentation about the progress of the University. Following decisions were taken during the meeting:

1. Improve the attendance of the students in the Classes

It was unanimously agreed to closely monitor the attendance of the students in the classes. HoDs were requested to display the attendance record on Notice Boards on monthly basis. Mentors will be advised to continuously counsel the students who are having the less attendances.

2. To strengthen the conduct of Lab Sessions

It was discussed that labs are very important component of the engineering education and students must take lab sessions very seriously. HoDs should give more emphasis on practical sessions and should advise the faculty members for giving Case Studies and mini project-based assignments during the Lab sessions.

3. Examination System

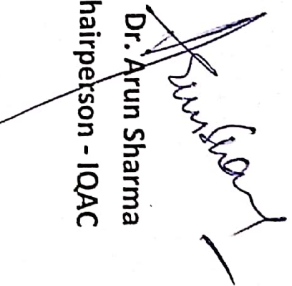
Since University is following the CBCS curriculum from the academic session 2019-20 for the newly admitted students, there will be only one Mid Term Examination for

Arun Sharma



them. It was advised that students should be briefed about the Assessment Scheme and different components for assessment. Departments should organize a session where Officials from Examination Division (Dean – EA or Dy. Dean – EA) will explain the assessment methods to the students.

Meeting ended with a note of thanks.


Dr. Arun Sharma
Chairperson - IQAC





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Kashmere Gate, Delhi-110006

F.No.IGDTUW/Acad/AQAC/37/2017 | 609

Dated the 4th August, 2017

CIRCULAR

Subject: Constitution of Academic Quality Assurance Committee

The following Committee has been constituted by the Competent Authority to monitor the quality of Academic Activities in various departments and suggest/report various corrective actions for improving the Academic standards of various Programs offered by different departments of IGDTUW:

✓ Prof. Devendra Kumar Tayal, Professor, CSE	Chairman
Dr. Manoj Soni, Associate Professor, MAE	Member
Dr. Vandana Niranjani, Associate Professor, ECE	Member
Dr. Vishal Rai, Associate Professor, DAP	Member
Dr. Geeta Sachdeva, Assistant Professor, ASH	Member
Mr. Rishabh Kaushal, Assistant Professor, IT	Member

The terms of reference of the committee are as follows:

1. The above Committee shall take weekly rounds of the departments and report the status of classes/Labs being engaged by various faculty members.
2. The Committee will also design various proformas for various certificates issued to the students from time to time in consultation with Shri Virendir Singh, Consultant (DR-Academics).
3. The Committee will also ensure that the time-tables of various theory and Lab courses are displayed/pasted in respective class-rooms and Labs and that the classes are being engaged as per time-table and schedule.
4. The Committee will submit a report to V.C., IGDTUW by **August end** regarding corrective actions required by each department for improving the quality of education in IGDTUW.



Dr. S. Kazim Naqvi
Registrar

F.No.IGDTUW/Acad/AQAC/37/2017

Dated the 4th August, 2017

Copy forwarded for information and necessary action to the :

1. Chairman and members of the Committee
2. Dean (Academic Affairs), IGDTUW
3. All HoDs, IGDTUW with a request to share this Circular among all Faculty Members of their department and invite suggestions for improvement in quality of education at IGDTUW.
4. Consultant (DR-Academics), IGDTUW
5. PS to Hon'ble VC, IGDTUW
6. PA to Registrar, IGDTUW
7. Guard file.


Dr. S. Kazim Naqvi
Registrar

Minutes of Meeting

A meeting of the Academic Quality Assurance Committee constituted by the Competent Authority vide office Order F.No IGDTUW/Acad/QAC/37/2017/609 dated 4th August,2017, was held today i.e 8th August,2017, at 3:00 pm in the room of Prof. Devendra Kumar Tayal and following members were present:-

- 1) Prof. Devendra Kumar Tayal - Professor CSE-Chairman
- 2) Dr. Manoj Soni, Associate Professor, MAE- Member
- 3)Dr. Vandana Niranjn, Associate Professor ECE- Member
- 4)Ar. Vishal Rai, Associate Professor DAP- Member
- 5)Dr. Geeta Sachdev, Assistant Professor ASH- Member
- 6)Mr. Rishabh Kaushal- Assistant Professor IT- Member
- 7) Mr. Virendir Singh, Consultant (DR) - Special Invitee

The Committee deliberated and discussed about adoption of various measures to improve the quality of Academic Activities in Various Departments and improving Academic Standards of Various Programmes offered by Different Departments of IGDTUW. The following points were discussed and finalized:-

1) It was decided that a two member sub committee may be formed to monitor the daily conduction of classes and Practicals in various Departments. It was decided that the subcommittee will take random rounds in the respective Department and monitor the conduction of classes regularly. It was decided that the sub committee will ask the student class representative of each class (through whatsapp) to submit the details of the classes not conducted on daily basis. The weekly report will be compiled and details will be forwarded to the concerned HOD for verification / corrective measure in consultation with the concerned faculty.

The following subcommittees were made:-

- (a) CSE Department- Prof. D K Tayal & Dr. Vandana Niranjn
- (b)ECE Department- Dr. Manoj Soni & Dr. Vandana Niranjn
- (c) MAE Department- Dr. Manoj Soni & Dr. Vishal Rai
- (d) IT Department - Mr. Rishabh Kaushal & Dr. Geeta Sachdev
- (e)DAP Department- Dr. Manoj Soni & Dr. Vishal Rai
- (f) First Year(All Departments) and PhD- Dr. Geeta Sachdev & Dr. Rishabh Kaushal

2) It was decided that a whatsapp group of QAC IGDTUW will be created and each sub-committee will report the details of the classes not conducted on the whatsapp group on daily basis, for the respective Department. These details will be later on be compiled for every week Departmentwise .

3) The committee also observed that presently many of the students are following the practice of mass-bunk for petty reasons, which badly affects the teaching schedule. It was therefore decided that Minimum attendance rule should be strictly followed. Since it is difficult for a Department to detain the student for full semester, therefore it was proposed that an amendment may be may made in the Concerned Ordinance and the student may be detained subjectwise, if her attendance falls short in some of the subjects. For this HODs may be requested to obtain the







list of students falling short of attendance before every minor and the student may be informed about the shortage of attendance in every minor itself.


4) It was also observed by the committee members that in many laboratories, the practicals are not conducted properly and many times all the experiments mentioned in the Lesson Plan are not performed. It was therefore decided that in the last of Semester, every faculty member will submit and undertaking to the HOD concerned that he/she has conducted all the experiments in the Lab during the semester, as mentioned in the Lesson Plan.

5) It was mentioned by Mr. Virendir Singh, Consultant(DR) that recently some students have brought to the notice of the competent Authority that they are facing problems in issuing of the Certificates like Bonafide Certificate, Marksheet, Character Certificate etc. The Consultant(DR) brought some Proformas and submitted before the committee these proformas. The committee has decided to look into each Proforma and device a Protocol for issuance of the Certificates to the students in a hassle free and Time Bound manner. The Consultant(DR) also informed the committee that for some of these certificates, his office is dependent on Examination Branch. It was therefore requested that Dean(Examination) or his representative may also be consulted . The committee observed that a student must be issued a certificate in a Time Bound manner so that her studies are not suffered, for this a Proforma may be prepared which will be available on website and a stepwise protocol may be developed so that the student can get the certificate within a required timeframe. It was therefore decided that Dean(Examination) or his nominated representative may be invited in the next meeting, so that it can be finalised that maximum how many days be fixed for issuance of a certificate to the student applicant and final protocol may be proposed.

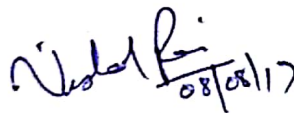
6) It was also decided that a locked Suggestion box may be affixed at a common place in Admin Block or elsewhere so that any student of the University may inform/ suggest about any lapses in following the protocols or conduction of classes etc. Similarly the names and email ids of QAC members may be displayed on Univ website for easy approach of students.

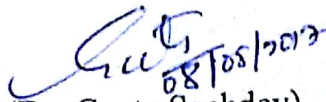
The next date of meeting was fixed to be 10th August 2017 at 1:15 pm where DR(Consultant) and Dean(Exams) or his authorised representative will be invited to finalize the protocols.


(Prof. Devendra K. Tayal)


(Dr. Manoj Soni)


(Dr. Vandana Niranjana)
08/08/2017


(Ar. Vishal Rai)
08/08/17


(Dr. Geeta Sachdev)
08/08/2017

(Mr. Rishabh Kaushal)

10th August, 2017

Minutes of Meeting

The second meeting of the Academic Quality Assurance Committee constituted by the Competent Authority vide office Order F.No IGDTUW/Acad/QAC/37/2017/609 dated 4th August, 2017, was held today i.e 10th August, 2017, at 1:15 pm in the room of Prof. Devendra Kumar Tayal and following members were present:-

- 1) Prof. Devendra Kumar Tayal - Professor CSE-Chairman
- 2) Dr. Manoj Soni, Associate Professor, MAE- Member
- 3) Dr. Vandana Niranjani, Associate Professor ECE- Member
- 4) Ar. Vishal Rai, Associate Professor DAP- Member
- 5) Dr. Geeta Sachdev, Assistant Professor ASH- Member
- 6) Mr. Virendir Singh, Consultant (DR) - Special Invitee
- 7) Dr. Arun Sharma, Deputy Dean(Exam)- Special Invitee Representative of Dean(Exams)

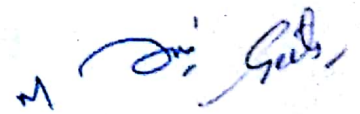
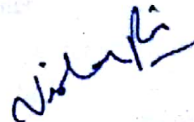
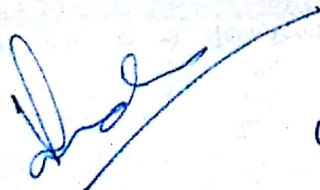
Mr. Rishab Kaushal- Assistant Professor IT- could not attend the meeting as he was busy in taking sessions at the Police Training Programme.

1) Since Consultant (DR) had mentioned in the last meeting that some certificates need to be issued by Examination Branch, Dr. Arun Sharma, Deputy Dean mentioned that presently the following practice is followed in issuing certificates to the students:-

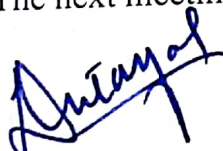
- (i) Dr. Arun informed that presently, Provisional Certificate, Marksheet, Consolidated Marksheet, Rank Certificate and Transcripts is issued by the Examination Division. He informed that in case of for issuing Transcript, the Examination Division takes a nominal charge of Rs 500/-, which is charged from every student whosoever applies for issuing of Transcript. Other certificates mentioned above, are prepared for full batch and not issued on student to student basis. He also mentioned that minimum of one month is required after declaration of result, for preparing these certificates for the whole batch after which these certificates are sent to the Academics Branch for disbursement. It was therefore decided that the Examination divisions will handover Provisional Certificate, Marksheet, Consolidated Marksheet, Rank Certificate to the Consultant (DR)(Academics), positively within one month of declaration of result.

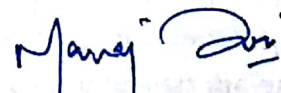
A "common Proforma" will be made and a student can get the certificates from the Academics Branch by filling "common Proforma".

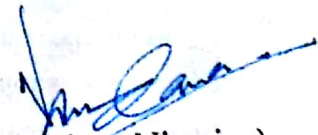
However The committee observed that the time of one month is inappropriate as many a times the students need these certificates on priority basis. Therefore the committee proposes that these certificates may be issued directly by the Examination Branch in case any students needs it on priority basis. The Examination Branch may charge from the student, a nominal fee(to be decided), for providing the certificates on priority basis, as they follow the practice in case of issuing a Transcript. The student may directly apply to Examination Branch in this case, on the "Common Proforma" along with the details of payment made by her and the Examination Branch may issue her the requisite certificate on Priority basis.




- (ii) The Committee also observed that presently there is no provision of issuing a "Confidential Result" to any student because of which some students may suffer problems as they need the result for applying for next college , University etc. It was therefore proposed by the committee that the Examination Branch may also issue "Confidential Result" to the student in case of urgency and may levy a nominal fee for it, as is the practice followed all over India in all esteemed Universities. The student may also apply for seeking "Confidential Result" by applying on a "common Proforma" to be prepared by QAC.
- (iii) The other types of certificates which are commonly issued to the students are "Character Certificate", "Bonafide Student Certificate" , "Migration Certificate", "Course Completion Certificate", "Certificate for appearing in Exam" ,"Fee Break-up certificate" etc. Since none of these certificates are issued by Exam Division, it was therefore proposed that student may apply to Academics Branch through "common Proforma" and Academics Branch will issue these certificates within five days of receipt of application of student . The Examination Division is expected to cooperate the Academics Branch in this regard and may provide the information on "Common Proforma" to the Academics Branch on the request of Academics Branch, in a Time-Bound Manner, in cases like "Course Completion Certificate", "Certificate for appearing in Exam" etc.
- (iv) The Committee discussed some points to prepare the "common Proforma" in consultation with Consultant DR(Academics) and Ar. Vishal Rai was requested to type a format of the "common Proforma" to be discussed in the next meeting.
- (v) It was also communicated to the Committee members that the Vice Chancellor has expressed her desire to submit the details of Points (1) & (3) vide office Order F.No IGDTUW/Acad/QAC/37/2017/609 latest by 1^{4th} August,2017. All the subcommittees are therefore requested to compile & submit the above mentioned details by 1^{1th} August, 2017 to the Chairman personally.
- (vi) The next meeting of the committee will be held on 17th August,2017 at 1:15 pm.


(Prof. Devendra K. Tayal)


(Dr. Manoj Soni)


(Dr. Vandana Niranjana)


(Ar. Vishal Rai)


(Dr. Geeta Sachdev)

(Mr. Rishabh Kaushal)

18th August, 2017

Minutes of Meeting

A meeting of the Chairman, Academic Quality Assurance Committee(AQAC) constituted by the Competent Authority vide office Order F.No IGDTUW/Acad/QAC/37/2017/609 dated 4th August, 2017, along with all Departmental HODs, was held today i.e on 18th August, 2017, at 3:00 pm and following members were present:-

- 1) Prof. Devendra Kumar Tayal - Professor CSE-Chairman AQAC
- 2) Dr. Seeja K., nominee HOD(CSE)
- 3) Dr. Jasdeep Kaur, HOD(ECE),
- 4) Dr. A.K. Mohapatra, HOD(IT),
- 5) Dr. N. R. Chauhan, HOD(MAE),
- 6) Dr. Shalini Arora, HOD(BAS)
- 7) Dr. Preeti Vajpayee, HOD(Architecture)

The following agenda items were discussed:

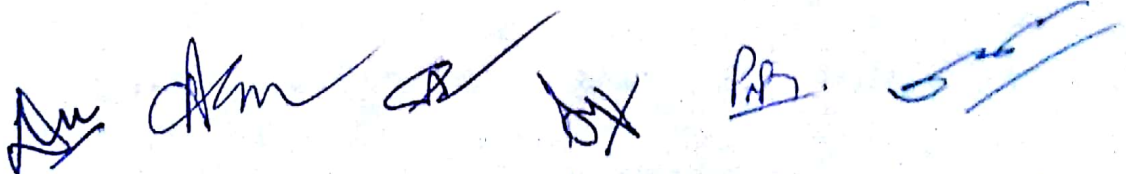
1) **To discuss and find out various measures to curb "Mass Bunk" by the students for petty reasons.**

The following measures were suggested to curb the practice of Mass Bunk:

- (i) The practice of detention of students who fall shortage of attendance as per University Ordinance, must be practiced strictly.
- (ii) A centralized authority must be nominated which may collect the attendance of students from all HODs, one week prior to commencement of the Minor Exams. The students who fall short of attendance, their list may be displayed on Notice Board of each Department by the respective HODs and their parents must be intimated through letters through the Academic Branch.
- (iii) The HOD may verify the pattern of Internal Marks awarded by all faculty members of the Department and may not forward the Internal Marks to Examination Branch if the data of marks awarded by any faculty member is skewed.

2) **To discuss and find out various measures so that the classes are held as per schedule, as desired by the Competent Authority.**

All HODs had the view point that since IGDTUW is a University and besides teaching, a lot of focus is on other Academic Activities and some Administrative Activities are also performed by some of the faculty members, therefore the faculty members must be provided an Academic Freedom to reschedule his/her class if unavoidable, as presently most of the classes are held as per schedule. HODs will ask faculty members to ensure that the faculty members cover the entire course and conduct minimum classes out of 40 scheduled classes as per UGC norms.



etc.

All HODs mentioned that Administrative support should be provided in conduction of Workshop in respect of some duties to be undertaken by Administrative people. Presently many of the faculty members have a reservation that they may have to handle all administrative and management work if they will propose any workshop/conference/seminar etc.

Proper details/norms should be prepared regarding support to be provided by University, if a faculty a faculty member proposes a workshop/conference/seminar/ Research Project/ MOU etc. If faculty members are clear of the Administrative and other support to be provided by University in these activities, it will motivate them to engage in more such activities.

4) To discuss and find out various measures so that the students are motivated to attend the classes regularly and are involved in activities being conducted by faculty members.

(i) It was pointed that presently it is difficult for faculty members to access IEEE Journals etc and therefore gives a demotivation to continue research and involve students with them in Minor projects etc.. The access to Journals should be improved.

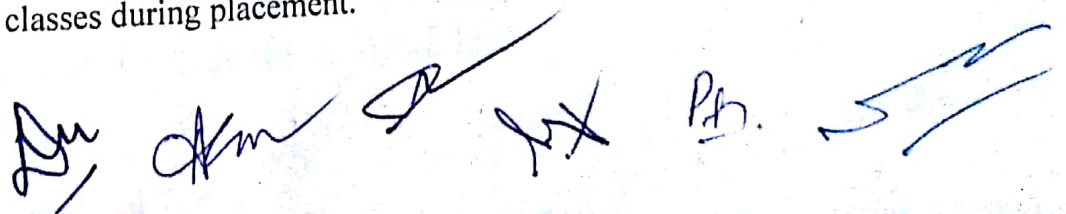
(ii) The Central Library should provide the facility to faculty member for purchasing of a book if required on urgent basis.

(ii) Central store is observed to always have inadequate stocks . It was suggested that stocks in the Stores must be improved.

(iii) Many classrooms and Labs donot have a LCD –Projector which is a very basic facility. Every classroom should be equipped with LCD Projector so that faculty member may cover more teaching material like Case Studies, Tutorials etc in the limited amount of time.

5) To discuss and find out various measures so that the Lab classes are held as per schedule & properly and without being affected by Training & Placement.

It was suggested that faculty Lab Incharge should reschedule the Lab Classes for the days of Placement as the Schedule of Placement is issued well in advance. This will minimize the affecting of Labs classes during placement.



6) To discuss and suggest whether the Professional grant and Motivation like award of prize for publication of Research papers should be adopted by IGDTUW, on similar lines of DTU, so as to motivate faculty members.

It was suggested that PDF approved by the BOM in January 2017 should be disbursed immediately as given in other institutes like DTU etc. This will provide basic facilities like Printers, Laptops, Tablets, Projectors and other essential facilities to be provided to IGDTUW faculty members and will therefore give a good motivation to faculty members. It was also suggested that policy of awarding Prize money to faculty members on Publication of Research Papers in esteemed Journals, should also be adopted on the similar guidelines of DTU.

7) To discuss and suggest various measures so that the Technical Assistants upgrade their knowledge and participate in conduction of Labs.

It was proposed that adequate number of Technical Support staff be provided in every Department so as to allow them to focus on conduction of Labs. Presently many Technical Staff are involved in Administrative Works related to Department which sometimes diverts their focus on conduction and improvement of Labs.

It was also suggested that Policy guidelines may be framed to motivate the Technical Staff to undergo compulsory Technical Trainings, Skill Training like STQC etc so as to improve their Technical Knowledge.

HOD(Architecture) specifically requested that there is no Technical/ Support staff in Department of Architecture and the process of appointment of such staff in Architecture Department may be initiated/ expedited.

8) To discuss and suggest various measures so that the Placement activities(including interviews) are conducted without disruption of classes.

HOD(IT) who also holds the position of Training & Placement Officer, requested to escalate the infrastructure of Training & Placement Office. He also mentioned that the list of students who are not sitting in Placement on the requisite day will be generated and be send to HODs concerned in advance so that it is ensured that classes are attended by these students who are not sitting in Placement due to whatever reasons. He also mentioned that presently only 4 panel rooms are available while 10-12 panel rooms are required for T&P activity to be conducted on single day. He suggested that a dedicated block for T&P should be developed like Old Principal, IGIT block so that T&P activities donot interfere in conduction of Labs and classes.

9) To discuss the suggestions given by faculty members of the respective Departments for upgradation of Academic Standards at IGDTUW.



It was suggested that to facilitate the students , the classes should not be conducted during Lunch hours.

10) Any other item to be discussed for upgradation of Academic Standards at IGDTUW.

It was suggested that AQAC may also monitor Weekend classes.

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

Aniraj
18/08/17

Chairman, AQAC

[Signature]
for
HOD(CSE)

[Signature]
28/8/17
HOD(IT)

Proposed to include the duties & responsibilities of TAs in labs/dept.
• Charter of duties enclosed.
HOD(ECE) *[Signature]*
23/8/17.

[Signature]
23/8/17
HOD(MAE)

[Signature]
HOD(Architecture)

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HOD(BAS)



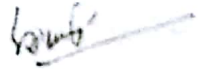
Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

No. F.3 (5)/Admn./2013/IGDTUW/ 1865

Dated: 2nd July, 2014

The charter of duties as approved by the Competent Authority, IGDTUW is given below for strict compliance by all Technical Assistants and Lab Assistants of IGDTUW:-

1. To provide administrative support to Lab Incharges, faculty members and HODs in various administrative work, teaching and research activities.
2. To ensure that lab equipments and machines are in working conditions and computer systems are loaded with latest version of software and quarantined with antivirus software on regular basis.
3. To coordinate with sanitation staff for proper cleaning of labs, workshops classrooms, furniture and equipments installed and placed in respective labs.
4. To install LCD projectors and computers in lecture halls and labs being used by faculty members as and when needed
5. To upgrade their knowledge and skills by attending skill development programmes during winter/summer break to keep abreast with latest technology and software.
6. To assist and facilitate the teaching faculty and students in smooth conduct of lab experiment during the lab hours and maintain attendance records, lab manuals and stock registers.
7. To prepare proposals for repair and upgradation of lab equipment through authorized agencies.
8. To assists students and faculty members in car design contests, major projects and placement activities as and when needed.
9. To ensure removal of obsolete items, materials and scrap from their labs after following proper procedure.
10. Any other duties assigned by Lab Incharge, HOD, the Registrar and Deans, IGDTU.

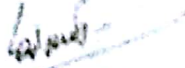

(Ramesh Chander)
Incharge (Pers.)


Dated: 2nd July, 2014

No. F.3 (5)/Admn./2013/IGDTUW/ 1865

Copy to the following for information and necessary action:-

1. All HODs and Lab Incharge for information.
2. All Technical Assistants for strict compliance.
3. All Lab Assistants for strict compliance.
4. PA to VC, IGDTUW.
5. PA to Registrar, IGDTUW.


(Ramesh Chander)
Incharge (Pers.)

Dean (Academic Affairs) for info 

STQC Certification Services
Ministry of Electronics and Information Technology
Government of India

Electronics Niketan, 6 CGO Complex, New Delhi 110 003

Certificate of Registration

Registration Number SQ/01-01/0519/003

This certificate is awarded to

Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

*in recognition of their establishment & maintenance of Quality Management System which
complies with the requirements of*

ISO 9001 : 2015

The scope of this certificate of registration covers :

1. Design, Development, Delivery and Assessment of Undergraduate, Post Graduate, and Doctorate Curriculum leading to award of B.Tech, B.Arch, M.C.A, M. Tech and Ph. D. degrees as per applicable norms (UGC, AICTE, COA and Govt. of Delhi) in Engineering, Management and allied Disciplines.
2. Provision of Research and Consultancy projects for Govt. Agencies and Industry.
3. Promotion of Start-ups through incubation center leading to entrepreneurship development.
4. Provision of other allied activities such as placements, internships and international affiliations as required to achieve Course objectives.

This certificate is valid up to : 24.09.2022

25.09.2019

Date


(A.K.Sharma)

(for STQC Directorate)

*"Further clarifications regarding the scope of this certificate and the applicability of
ISO 9001 : 2015 requirements may be obtained from STQC Certification Services.
The validity of this certificate is subject to continued compliance verification during surveillance audits.*





Government of India
Ministry of Human Resource Development



Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2019

Indira Gandhi Delhi Technical University for Women, Delhi

Ranked 162 in Engineering Category

CHAIRMAN, NBA

MEMBER SECRETARY, NBA



Government of India
Ministry of Human Resource Development



Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2020

Indira Gandhi Delhi Technical University for Women, Delhi

Ranked 145 in Engineering Category

CHAIRMAN, NBA

MEMBER SECRETARY, NBA