



# GOVT. ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Barliya Chouraha, NH. - 8, Ajmer (305025)

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GECA/ME/ 2018/2218

Date: - 20-08-18

## Minutes of DFB meeting held on Aug 09, 2018

Departmental faculty board meeting was held in HOD's room on August 9, 2018. Following faculty were present:

1. Dr. Alok Khatri
2. Dr. Chandan Sharma
3. Mr. Yogesh K. Gupta
4. Dr. Devendra Chaudhary
5. Dr. Sandesh Trivedi
6. Mr. Dilip Gehlot
7. Mr. Tarun K. Aseri
8. Mr. Vinod Kumar Verma
9. Dr. Jai Kishan
10. Mr. Jagbir Singh

The meeting started with ensuring compliance of minutes of previous meeting held on July 7, 2018.

The other points discussed are as follows:

1. As expert committee visit for NBA accreditation of the department is scheduled shortly, annexures as desired by the NBA team are to be filled. The same has been assigned to faculty members as summarized in the Table 1.
2. It was decided that the Vision, Mission of institute and department should be written on student lab files.
3. It was decided that all faculty will submit CO/ PO attainment for both odd and even semester 2017-18 till last week of August and Sh. Tarun Kumar Aseri will give presentation on the method of CO/PO attainment.
4. It was decided that core NBA departmental committee will prepare and fix flex display of Vision/Mission of department at various locations.
5. It was decided that the faculty will submit furniture and MIS details as early as possible.



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6. It was decided that Sh. Tarun Kumar Aseri and Sh. Kamal Singh will prepare Departmental broacher.

7. To improve training and placement activities of Mechanical Engineering students a department cell has been constituted as under:

Dr. Chandan Sharma, Convener

Sh. Vinod Kumar Verma, Member

Dr. Jai Kishan, Member

Sh. Kamal Singh, Member

This cell shall form student teams that will explore the prospects of industrial training in reputed companies/organizations and in coordination with institute's training and placement cell will work to improve placements of Mechanical Engineering students.

8. It was decided that Departmental proctor will ensure attendance of students and letters will be sent by departmental proctors to the parents of student having short attendance latest by August 25, 2018.

9. It was decided that any faculty may supervisor two M. Tech students as supervisor and one student as Co-supervisor restricted to maximum five students (total three students in any capacity). This policy will be effective from current session i.e. 2018-19.

The meeting was end with thanks to all faculty by HOD.

DFB (Secretary)

HOD (Mechanical)

Copy to:

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**Table 1: NBA Work Allocation**

S.No.	Information to be collected	Faculty In-charge
1.	NBA accreditation reports of the past visits, if any	Core Committee
2.	Department budget and allocations (past three years data)	Sandesh Trivedi
3.	Admission---seats filled and ranks (last three years data)	Sandesh Trivedi
4.	List/number of students who have cleared the programme in THREE years (last three years data)	Dilip Gehlot & Kamal Singh
5.	Average Grade Point (CGPA) (last three years data of students' CGPA/ percentage)	Dilip Gehlot & Kamal Singh
6.	Placement and higher studies data (last three years data)	Devendra Choudhary
7.	Professional society activities, events, conferences organized, etc.	V. K. Verma & Jagbeer Singh
8.	List of students' papers along with hard copies of the publications; professional society publications/magazines, etc.	Dilip Gehlot
9.	Sample best and average project reports/thesis	Alok Khatri
10.	Details of faculty-student ratio	V. K. Verma
11.	Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates	Chandan Sharma
12.	Faculty list with designation, qualification, joining date, publication, R&D, interaction details	Chandan Sharma
13.	List of faculty publications along with DOIs and publication/citation details	Vikas Bansal & Jagbeer Singh
14.	List of R&D and consultancy projects along with approvals and project completion reports	Alok Khatri
15.	List and proof of faculty interaction with outside world	V. K. Verma
16.	List of classrooms, faculty rooms	Y. K. Gupta
17.	List of programme- specific laboratories and computing facility within the department	Y. K. Gupta
18.	List of non-teaching staff with their appointment letters, etc.	Chandan Sharma



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19.	List of short-term courses, workshops arranged, and course modules developed	V. K. Verma
20.	Records of new programme- specific facility created, if any	Core Committee
21.	Records of overall programme- specific improvement, if any	Core Committee
22.	Curriculum, POs, PEOs, Mission and Vision statement	Core Committee
23.	Mapping of outcomes with the PEOs	Core Committee
24.	Mapping of course outcomes with the Program Outcomes	Core Committee
25.	Course files, plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, reports of laboratory experiments, etc.	T. K. Aseri
26.	Rubrics developed to validate the POs	Core Committee
27.	Continuous improvement in the PEOs	Devendra Choudhary
28.	Improvement in curriculum for correlating the POs and the PEOs	Devendra Choudhary
29.	Direct and indirect assessment methods to show attainment of the POs	T. K. Aseri
30.	Stakeholder's involvement in the process of improvement of the PEOs and the POs	Core Committee