



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**COLLEGE OF ENGINEERING ROORKEE (COER)**  
**(Governed by Seth Roshan Lal Jain Trust)**  
7<sup>th</sup> KM on Roorkee – Haridwar Road  
VardhmanPuram, Roorkee (Uttarakhand)

COER/IQAC/2018-19/.....

16-11-2018

Minutes of the meeting of the 1<sup>st</sup> meeting of IQAC of College of Engineering Roorkee (COER) held on 16th November 2018 at 4.00 P.M. under the Chairmanship of Dr. S.P. Gupta, Director-General, College of Engineering Roorkee, Roorkee

Following attended the meeting

1.	Dr. S P Gupta	Director-General and Head of the Institution
2.	Dr. Brij Mohan Singh	Dean Academics and IQAC Coordinator
3.	Dr. D V Gupta	Dean (Basic Science and Humanities)
4.	Dr. V K Singh	Dean Student Welfare
5.	Dr. Nirvikar	HOD MCA
6.	Mr. Dhaneshwar	HOD IT Infrastructure
7.	Dr. Siddhartha Jain	Associate Professor
8.	Dr. Mridula	Assistant Professor
9.	Dr. Summiya Parveen	Assistant Professor
10.	Mr. Punit Sharma	Assistant Professor
11.	Mr. Amit Kumar	Assistant Professor

Coordinator, IQAC conducted the welcome meeting of IQAC in which he discussed the functions of IQAC. Some of the functions discussed are as follows:

- ❖ Development and application of quality benchmarks for various academic and administrative activities of the institution
- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles and Documentation of the various programs/activities leading to quality improvement;
- ❖ Periodical conduct of Academic and Administrative Audit and its follow-up and preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

The coordinator informed all the members that the College of Engineering Roorkee is preparing for the first cycle of accreditation by NAAC and the extended meeting to discuss the agenda was tentatively scheduled for 12<sup>th</sup> December 2018. The meeting ended with thanks to the chair and all the members. The chair of the session extended his best wishes for the successful conduction of activities through IQAC. All members were requested to work according to the IQAC and to cooperate.

**Dr. B M Singh**  
Coordinator IQAC

**Prof S P Gupta**  
Director General