Internal Quality Assurance Cell
Action Taken Report
Jan 2024-Jun 2024

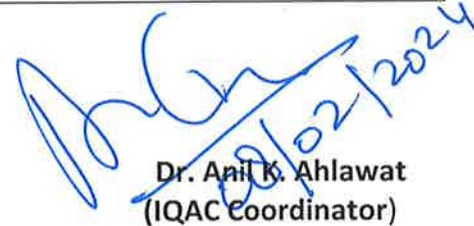| Date	Agenda Point/ Suggestion	Action Taken
31st January 2024	Development of IQAC Module on ERP	• The Academic Audit module was discussed in the meeting. The suggestions given by team are accommodated. • The meeting was done with Dr. Shashank Bhardwaj (ERP Coordinator) for implementation of Academic Audit Module. • The requirements of Academic Audit module implementation were also discussed with Mastersoft ERP team.
	Implementation of new Header & Effective Evaluation of Internal Exam	• Both points were included in the Audit formats to ensure the implementation.
	Responsibility of Subject Coordinator	• Guidelines for Subject Coordinators are formed and sent through mail dated 24th February 2024 to all faculty members.
30th April 2024	QS I-GAUGE Form	• The data of Teaching and Learning was reviewed by Heads of Department. • The Action taken report of Ethics Committee was added in Governance and Structure. • As per suggestions, scholarship data was indexed. • In the Employability section, as per suggestion extension club data was included. • In the Social Responsibility various outreach program conducted in the institute were included. • As per the suggestion of the house the data of "Centre of Excellence" and FDP conducted were added in the form.
	Feedback Questions on Facilities	• The feedback questions are updated as per the discussion in the meeting. The additional questions were added to each parameter of facilities by Assoc. Dean (OBE).

Dr. Anil K Ahlawat
Director Acadmics

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July 2023 to Dec 2023

Date	Agenda Point/ Suggestion	Action Taken
9th August 2023	**Plastic Free Campus**	• Initiatives Taken • Ensuring the segregation of plastic wastes from other wastes. • Replacing the single-use plastic items with metallic plates/bowls/ glasses. • Ensuring the restriction on polythene bags and cutleries from the KIET campus. • Ensuring the replacement of plastic packing in events with butter paper or paper envelopes. • Use of LED Displays and Cloth/Paper Posters • Conducting events and poster competitions etc. on ill impacts use of single-use plastic. • Promoting 3 R Rules of plastic waste management i.e. reduce, reuse, and recycle. • Action Taken • Eliminate the plastic grass mat with natural grass or cover the open soil near the plants or trees with small crystal stones to beautify the place and prevent soil erosion. • Every lab at KIET must replace the plastic folders with cardboard file folders. • Implement staff education and training by providing training materials with facts, plastic consumption and waste generation.
13th October 2023	**Annual Quality Assurance Cell (AQAR) Presentation** • Part A Point 15 - Multidisciplinary/ interdisciplinary: needs to add interdisciplinary projects and open elective subjects. • Part A Point 16 - Academic bank of credits (ABC): AKTU has already started to work on ABC. Add the points in a writeup	• As per suggestion, interdisciplinary projects and open elective subjects were added in writeups. • The implementation done by AKTU was added to AQAR

13th October 2023	Criterion 1-7 (AQAR)	• As per suggestion, the AKTU Academic Calendar was added to the website • In metric number 1.3.1 First Year Induction program was added to address cross-cutting issues • For metric number 3.5.1, data is verified with Dr. Ruchita Gautam (Addl. Head ECE) • For metric number 3.4.2, data was shown to Dean SW • The writeup was updated for metric no. 4.2.1 with the help of Ms. Reeta Singhal, Librarian • All data verified for metric number 5.4.1, 5.2.2 and 5.2.3, as per suggestion of the house in AQAR.
30th November 2023	Improvement in Attendance of first lecture (Theory and Lab)	• As per the suggestion of the house, The first lecture attendance is freezed till 09:15 A.M. The Head of the Department is taking action in concern.
30th November 2023	Additional Lab Experiments/Assignments to be given to Gallant Learners	• The mail is sent to the department to give challenging tasks to Gallant Learners. All departments have taken action on it.
30th November 2023	Action on Coding/ Lab Competition as per office note from Dean Academics	• All departments are guided to conduct coding competitions in the labs and display the results in the department to motivate the students.
30th November 2023	Quality Academic Audit as per new formats	• For the development of the Academic Audit module on ERP, requirements were discussed in IQAC meeting dated 31st January 2024. • The requirements were given to the ERP team for the development of the Academic Audit Module on 6th February 2024.
29th Dec 2024	Challenges in Data Preparation for AQAR & Grey Metric for Quality Improvement	• The challenges and grey metrics are communicated to all the departments. The detail is sent through the mail to all concerned Heads for the action.

Dr. Anil K. Ahlawat
(IQAC Coordinator)