## Summary–IQAC Meetings

| S.No. | Academic Year | IQAC Meeting Date | Mode (Offline/ Virtual) |
|-------|---------------|-------------------|-------------------------|
| 1 | | 30-Apr-2024 | Offline |
| 2 | | 31-Jan-2024 | Offline |
| 3 | 2023-24 | 29-Dec-2023 | Offline |
| 4 | | 30-Nov-2023 | Offline |
| 5 | | 13-Oct-2023 | Offline |
| 6 | | 09-Aug-2023 | Offline |

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## INTERNAL QUALITY ASSURANCE CELL

### <u>Minutes of IQAC Meeting held on 30<sup>th</sup> APRIL '2024 at 03:00 PM onwards.</u>

**Chair: Director In-Charge (Dean Academics & IQAC Coordinator)**

**Participants(Present) :** Dr. Sangeeta Arora (Assistant Dean QA), Mr. Rajeev Singh (Assistant Dean QA), Ms.Mani Dwivedi (Assistant Dean QA),Dr. K. Nagarjan (Principal KSOP),Dr. Vibhav Kumar Sachan (Dean R&D and HOD ECE ), Dr. Vineet Sharma (HOD CSE), Dr. Abhinav Juneja (HOD CSIT), Dr. Ashish Karnwal (HOD ME), Dr. Arun Tripathi (HOD MCA), Dr. Ritu Gupta (AS), Dr. Ranchay Bhateja (MBA), Dr. Soniya Gouri (HSS), Dr. Sapna Juneja (CSAI), Dr. Ruchita Gautam (ECE), Mr. R. N. Panda (MCA), Mr. Abhishek Goel (CS), Dr. Yaduvir Singh (EN), Dr. Sandeep Chhabra (ME), Dr. Sanjeev Sharma (CSE),Dr. Ashu Mittal (KSOP) Dr. Vikas Goel (IT), Dr. Kunal (CE), Dr. Ajay Singh Verma (Associate Head-IIPC), Ms. Supriya Dubey (CSIT), Dr. Arvind Sharma (EN), Mr. Rishi Malhotra (Head HR), Mr. Saurav Kumar (TBI), Dr. KLA Khan (Dean IEC), Dr. Abhishek Kumar (KSOP), Capt. K.P. Singh (Manager Admin), Ms. Reeta Singhal (Librarian).

### Quality Agenda:
1. QS I-Gauge Form Presentation

| S.No | Agenda | Point of Discussion/Decision Taken |
|------|--------|-----------------------------------|
| 1. | **Opening Remarks** | The Dean Academics warmly welcomed all the members present in the meeting.<br><br>He further stated that our institution had completed two cycles of QSI-GAUGE rating and now we are in the process for filling the form for the next cycle. |
| 2. | **QS I-GAUGE FORM** | Firstly, Dr. Sangeeta Arora presented the form's core criteria Teaching & Learning, Diversity & Accessibility, and Governance & Structure in front of the forum. The following points were discussed:<br><br>1. Under Core Criteria of Teaching and Learning, the following key points were discussed: 1.1 Faculty List, 1.2 Student Enrollment and Current Students, 1.3 Graduation Data, 1.4 Contact Hours, and 1.5 Best Practices. It was suggested by the forum to add students of civil engineering tothe current student list and faculty data to the faculty list. Further, Dean A advised all to review the faculty FDP data once again.<br>2. Under the core criteria of Governance and Structure, 6. Governance & structure were discussed.  It was suggested by Dean A to add an Action taken report of the Ethics Committee and BoS policy in "Presence of BOS".<br>3. Under the Diversity and Accessibility criteria, the following key points were discussed: 3.1 International Diversity, 3.2 National Diversity, and 3.3 Scholarship.  It is suggested to do proper indexing in the scholarship document.<br><br>Other core criteria Employability, Social Responsibility and Facilities were presented by Ms. Mani Dwivedi in front of the forum. The following points were discussed:<br><br>1. Under the core criteria Employability, the following key points along with its data were discussed: 2.1 Campus Employer, 2.3 Extra-curricular. It is advised by the forum to increase the data |

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|---|---|---|
|  |  | of extension clubs also. <br> 2. Under Social Responsibility, the following key points were discussed: 5.1 Mechanisms, 5.2 Recognition for Social Development, and 5.3 Environmental Impact. It was advised to add data on the Yash program conducted by TBI, Health Checkup camps, Hero Motor Corp for social outreach programs, and award of "One District one Product" and national award for recognition. <br> 3. Under Facilities core criteria, the following key points were discussed: 4.1 Facilities (facilities on campus, medical facilities, MIS, student safety, facilities for differently-abled), 4.2 Accommodation <br><br> In continuation with core criteria, advanced criteria were discussed by Mr. Rajeev Singh. He presented data on entrepreneurship and Academic development. The following points were discussed: <br><br> 1. Under Entrepreneurship, the 2.1 Entrepreneurship training was discussed. <br> 2. Under Academic Development, the following key points were discussed: 6. Academic development (Learning and Development center, Academic network, best academic practices, program strength). It was suggested by the forum to increase the data of the center of excellence by taking information from various departments. Also advised to add more FDPs based on TLFQ like DigiX, and WEGA. |
| 3. | Others | **Feedback Questions on Facilities** <br> • As per NBA feedback, The Questions on "feedback on facilities" to be moderated. The Dean Academics addresses that till now feedback on facility have only one question for each facility. Dean Academics open the house for discussion. All are agreed to add the more questions on the facilities. The Assoc. Dean (OBE) shown the questions on facilities and it is approved in the meeting. |
| 4. | Closing Remarks | Dean A concluded the meeting with the following remarks: <br> • All department heads are advised to review the faculty FDP data and provide the higher studies data. <br> • It is suggested to encourage alumni to fill Alumni survey of QS I-GAUGE. <br> • All department heads and IQAC members were advised to provide the data as earliest as possible. |

Dr. Anil K. Ahlawat

**Director In-Charge(Dean Academics & IQAC Coordinator)**

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## Minutes of IQAC Meeting held on 31st JAN 2024 at 03:00 PM onwards

**Chair: Director In-Charge (Dean Academics & IQAC Coordinator)**

**Participants(Present) :** Dr. Sangeeta Arora(Assistant Dean QA), Mr. Rajeev Singh(Assistant Dean QA), Ms. Mani Dwivedi(Assistant Dean QA), Dr. Vibhav Kumar Sachan(Dean R&D), Dr. Ritu Gupta(AS), Dr. Ruchita Gautam(ECE), Dr. Ajay Dixit(AS), Dr. Ranchay Bhateja(MBA), Dr. Sonia Gouri(HSS), Dr. Sapna Juneja (CSAI), Mr. R.N. Panda(MCA), Mr. Abhishek Goel(CS), Dr. Yaduvir Singh(EN), Dr. Sandeep Chhabra(ME), Dr. Sanjiv Sharma(CSE), Dr. Vikas Goel (IT), Dr. Ajay Singh Verma (Associate Head-IIPC), Dr. Manish Bharadwaj(CSIT), Dr. Ashu Mittal(KSOP), Mr. Siddharth Jain(CE)

**Quality Agenda:**
1. **Development of Academic Audit Module on ERP**
2. **Implementation of IQAC Header**
3. **Effective Evaluation of Internal Exam**
4. **Responsibility of Subject Coordinator**

| S.No | Agenda | Point of Discussion/Decision Taken |
|------|--------|-----------------------------------|
| 1. | Opening Remarks | The Dean Academics cordially welcomed all the attendees in the meeting. He also underlined the need for better teaching and evaluation techniques. He also emphasizes the inclusion of quality in all processes of the institute. He also motivates all the house members to participate actively in quality initiative activities. |
| 2. | Development of Academic Audit Module on ERP | Mr. Rajeev Singh, Assistant Dean QA presented the requirements of the Academic Audit Module on ERP. The points covered in the presentation are:<br>1. The roles defined under the IQAC module are of HoD, Dean Academics Office, and Auditor.<br>2. Under the Dean Office role following activities will be performed: Assign the Role of Auditors, Schedule an Academic Audit Visit (An Automated mail of schedule sent to Auditors, Addl. Head and Heads of Academic Departments, Dean Office, Joint Director and Director Office on submission), View and download (PDF) visit Report of the respective department, Prepare the Summary Report of All Departments, Send Summary Report to HoD, Schedule Compliance, View and Download Compliance Report.<br>3. Under the Auditor role following activities will be performed: View Schedule, Prepare Audit Report and Moodle Report, On submission report will be visible to the HoD and Dean Office Dashboard, Summary of Mentor Report must be auto-generated, View and download (PDF) visit Report of the respective department.<br>4. Under the HOD role following activities will be performed: Schedule, View, and download (PDF) the visit Report and summary report of the department, Prepare a compliance Report & and send it to the dean's office. |

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| 3. | **Implementation of IQAC Header** | It was advised to all house members to ensure the implementation of a new header format for various activities and reports preparation in their departments. The mail has already been communicated to Departments on 15 December 2023. It is also decided in-house that the Inclusion of the header will be verified at the time of the Academic Audit Visit. |
|----|----|----|
| 4. | **Effective Evaluation of Internal Exam** | It is stated by Dean A that all departments must ensure the effective evaluation of internal exam answer sheets. All faculty members must fill the caging on the cover page of the answer sheet accurately. As CO wise marks are base to calculate the CO-PO attainment for the subject. These are also used to set the marks target for consecutive years.<br>All auditors must check the sample answer sheets from the bundle at the time of the Visit and mention their remarks in the report. |
| 5. | **Responsibility of Subject Coordinator** | The subject coordinator will be assigned if a subject is taught in Multiple Department/ Multiple sections/single section. The subject coordinator is responsible for:<br>• Formation of CO-PO and mapping with all faculty members teaching the subject/ expert.<br>• Freeze the lesson plan for CT/ CT1/ CT2/ PUE.<br>• The faculty members will submit the question paper to the Subject Coordinator. The Subject Coordinator will check the question papers.<br>• If any discrepancy in the question paper, then it will be corrected by the respective faculty.<br>• The Subject coordinator will send them to the Controller of Examination through the department. |
| 4. | **Closing Remarks** | Dean A concluded the meeting with the following remarks: -<br>• He motivates IQAC members to spread awareness regarding the points discussed in the meeting, with students and faculty members of their departments.<br>• Further he also added that Academic Audit module implementation as soon as possible to Dr. Shashank Bhardwaj.<br>• The IQAC members are also suggested to communicate the responsibilities to the subject coordinator. |

28/02/2024

**Dr. Anil K. Ahlawat**
**Director In-Charge (Dean Academics &IQAC Coordinator)**

**Distribution:**
• All Concerned

## Minutes of IQAC Meeting held on 29<sup>th</sup>Dec '2023 at 03:00 PM onwards.

**Chair: Director In-Charge (Dean Academics& IQAC Coordinator)**

**Participants(Present) :**Dr. Sangeeta Arora(Assistant Dean QA), Mr. Rajeev Singh(Assistant Dean QA), Ms.Mani Dwivedi(Assistant Dean QA), Dr. Vibhav Kumar Sachan(Dean R&D), Dr. Satish Kumar(Dean SW), Dr. Ajay Dixit(AS), Dr. Ranchay Bhateja(MBA), Dr. Soniya Gouri(HSS), Dr. Sapna Juneja (CSAI), Mr.R. N. Panda(MCA), Mr. Abhishek Goel(CS), Dr. Yaduvir Singh(EN), Dr. Sandeep Chhabra(ME), Dr. Sanjeev Sharma(CSE), Dr. Vikas Goel (IT), Dr. Ajay Singh Verma(Associate Head-IIPC), Dr. Manish Bharadwaj(CSIT), Ms. Reeta Singhal(Librarian).

**Quality Agenda:**
1. **Challenges in Data Preparation for AQAR**
2. **Grey Metric for Quality Improvement**

| S.No | Agenda | Point of Discussion/Decision Taken |
|------|--------|-----------------------------------|
| 1. | Opening Remarks | The Dean Academics warmly welcomed all the members present in the meeting.<br>He further emphasized the importance of data required for filling AQAR every year and improving the overall scorecard. |
| 2. | Challenges in Data Preparation for AQAR | Dr. Sangeeta Arora presented the challenges faced during the collection and preparation of the data for AQAR (2022-23) in front of the forum. The following points were discussed:<br>1. Key Indicator 1.1 Curricular Planning and Implementation for metric no.1.1.3(Curriculum development): Fewer data were received due to non-approval of the syllabus from BOS.<br>2. Key Indicator 1.2 Academic Flexibility for metric no. 1.2.2 (Number of add on programs): Fewer data were received due to non-approval of the syllabus, Certificates were not distributed to the participants of Add-on courses.<br>3. Key Indicator 1.3 Curriculum Enrichment for metric no. 1.3.2 (Number of Courses for experimental learning):The internship assessment was done during the Academic Year. The organization written in the Student List is not correct and 7<sup>th</sup> Sem Project Completion Certificate is required.<br>4. Key Indicator 1.4 Feedback System: A feedback report with the signature of HoD is required instead of sample feedback forms. A Combined Action Taken Report Semester Wise may be prepared for all Stakeholders.<br>5. Key Indicator 2.2 Catering to Student Diversity for metric no. 2.2.1(Special Programmes for advance and slow learners): Gate preparation classes data not received for the Session 2022-23 from any department.<br>6. Key Indicator 2.6 Student Performance and Learning Outcomes for metric no. 2.6.1 & 2.6.2(Programme and |

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| | | course outcomes): Only Few departments uploaded POs and Cos and their mapping with HOD Signatures. It is suggested that all departments prepare the attainment sheet year wise. |
| 3. | **Grey Metric for Quality Improvement** | 1. Key Indicator 1.2 Academic Flexibility for metric no.1.2.3(Number of students enrolled in Certificate/ Add-on programs) : As per current data percentage is 27.9 % and the grade is 2 but the required percentage should be greater than 50% for achieving grade 4. |
| | | 2. Key Indicator 2.1 Student Enrollment and profile for metric no.2.1.2 (Number of seats filled against seats reserved) : As per current data percentage is 76.3 % and grade is 3 but required percentage should be greater than 80% for achieving grade 4. |
| | | 3. Key Indicator 2.4 Teacher Profile and Quality for metric no. 2.4.2 (Number of full time teachers with Ph. D. etc): As per current data percentage is 44.1 % and grade is 1 but required percentage should be greater than 75% for achieving grade 4. |
| | | 4. Key Indicator 3.1 Resource Mobilization for Research for metric no 3.1.1(Grants received from Government and non-governmental agencies): The amount 2.30 lakh received in a academic year 2022-23 for the projects sanctioned in year 2019 and 2021 but the required amount should be greater than 15 lakh. |
| | | 5. Key Indicator 3.4 Extension Activities for metric no.3.4.2(Number of awards and recognitions received ) : Number of awards and recognition is nil, action must be taken to achieve it. For metric no.3.4.3(Number of extension and outreach programs conducted by the institution) : As per current data number of extensions and outreach programs conducted is 21 but we are at borderline. |
| | | 6. Key Indicator 3.5 Collaborations for metric no.3.5.1(Number of Collaborative activities): Data received only for student internship. For metric no.3.5.2(Number of functional MoUs): As per current data 7 MOUs are there and the grade received is 2 but the required no. of MoUs should be greater than 20. |
| | | 7. Key Indicator 5.1 Student support for metric no 5.1.1&5.1.2( Number of students benefited by scholarship): The number of students benefited by scholarships provided by government and institution/non-government combined percentage is 25.4% and the grade is 0 but the required percentage should be greater than 70%. Data for non-government scholarship will be provided by Dean SW. For metric no.5.1.4(Number of students benefitted by guidance for Competitive exams): As per current data percentage is 17.87 % and the grade is 1 but the required percentage should be greater than 40% for achieving grade 4. |
| | | 8. Key Indicator 5.2 Student Progression for metric no. 5.2.3.1 – (Number of students qualifying national/ international examination): As per current data response is 48 and the |

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| | | grade is 1 but the required percentage should be 10% of final year students for achieving grade 4. |
| | | 9. Key Indicator 6.3 Faculty Empowerment Strategies for the metric 6.3.2 (Number of teachers provided with financial support): As per current data, the percentage is 23.12% and the grade is 1 but the required percentage should be 50% for achieving grade 4. For metric no. 6.3.3(Number of professional development /administrative training programs): It is suggested that some training programs must be conducted by the department for non-teaching staff also. |
| | | 10. Key Indicator 7.1 Institutional Values and Social Responsibilities for metric no. 7.1.2 (Facilities initiatives for alternate energy, water conservation, etc): A policy document is required. For metric no.7.1.3(Quality audits on environment and energy): The Policy document on environment and energy usage, Action taken reports and achievement report as clear and Green campus initiatives, Reports of the Audits, Certificate from the external accredited auditing agency is required. |
| 4. | **Closing Remarks** | Dean A concluded the meeting with the following remarks: - <br> • All are required to provide the certificates for the 30 hours add-on courses. <br> • All departments must take certificates for 7th sem projects also. <br> • All departments are required to keep the BOS_approval proofs for Ad-on/value courses. <br> • All departments are advised to use the new header format and include IQAC in all upcoming events like conferences/FDPs/Workshops etc. <br> • It is suggested that at least one activity must be conducted under the active MoU. Also prepare the report/certificate with signatures of both organizations(MoU organization and KIET) |

03/01/24

**Dr. Anil K. Ahlawat**
**Director In-Charge(Dean Academics &IQAC Coordinator)**

**Distribution:**
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**Minutes of IQAC Meeting held on 30ᵗʰ Nov '2023 at 04:00 PM onwards.**

**Chair: Director In-Charge (Dean Academics & IQAC Coordinator)**

**Quality Agenda:**
1. Improvement in the attendance of the first lecture (both theory and lab)
2. Additional Lab Experiments/Assignments to be given to Gallant Learners
3. Conduction of Additional Courses
4. Moodle Training/Workshop for New Joinee Faculty Members
5. Action on Coding/ Lab Competition as per office note from Dean Academics
6. Quality Academic Audit as per new formats

| S.N | Agenda | Point of Discussion/Decision Taken |
|---|---|---|
| 1. | **Opening Remarks** | • Dean A warmly welcomed all the members and congratulated them by stating that the Letter for autonomous Institution (w.e.f-2024-25) was received from UGC on 13ᵗʰ Nov 2023<br>• He further added that IQAC will play a vital role in improving the academic and administrative performance of the institution.<br>• It was informed that the agenda points have been finalized based on the discussion held in the last Academic Council Meeting.<br>• A new Academic Council will be framed in view of an autonomous institution.<br>• Dean A appreciated the smaller number of detainees in the CT-1 examination of All first years.<br>• He emphasized the student expectations to content delivered in the classroom. He suggested the faculty members enhance their knowledge in reference to the current scenario. |
| 2. | **Improvement in the attendance of first lecture (both theory and lab)** | • By taking the reference agenda Dean A opened the house for suggestions to improve the attendance of the first lecture.<br>• House members gave many suggestions as follows:<br>✓The mass counseling session for students may be arranged to change the mindset of students.<br>✓Attendance marks criteria may be defined by keeping the first lecture in view.<br>✓After a strong brainstorming session, it was decided by Dean A that faculty members shall freeze the attendance by 9:15 A.M. and inform the students that once the attendance is marked it will not be changed in case any student arrives late. It was added by Dean A that faculty members must take attendance on mobile phone.<br>✓The department may appreciate students by giving them an award for having 100% attendance in the normal category. |
| 3. | **Additional Lab Experiments/Assignments to be given to Gallant Learners** | • Gallant learners should be given more challenging tasks in the lab and Theory assignments so that they get more indulged in solving the problems.<br>• Gallant learners may be motivated to do projects and participate in technical activities. |

| 4. | Conduction of Additional Courses | • It was suggested by Dean A to the in-house members that additional courses shall be mandatorily scheduled in the time-table as it's part of the curriculum. Following suggestions in reference to the above point are as follows: ✓The duration of additional courses shall be a minimum of 30 hours. ✓The syllabus must be approved by departmental BOS. ✓The virtual certificates shall be provided after the completion of the course. ✓Maintain the record of assessments (if any). |
|---|---|---|
| 5. | Moodle Training/Workshop for New Joinee Faculty Members | • It was opined by Dean A to conduct Moodle Training/Workshop for New Joinee Faculty Members by which they can be more aware of the process. • The above-stated training/workshop shall be organized by the department as per their convenience of time and availability. |
| 6. | Action on Coding/ Lab Competition as per office note from Dean Academics | • It was stated by Dean A that every department will organize a monthly practical competition in the respective lab and faculty members will assess the performance of student to finalize the top student. • The list of these toppers will be displayed on the departmental notice board and screen till the next competition's result. |
| 7. | Quality Academic Audit as per new formats | • The auditor should mention the best practices of each department in the audit report. The report should be prepared carefully by auditor thoroughly. • It was suggested by Dean A that an online application may be developed for the IQAC Internal Audit. |
| 8. | Closing Remarks | Dean A closed the meeting with the following remarks: - • He motivates IQAC members to spread awareness regarding the points discussed in the meeting, with students and faculty members of their departments. • Further he also added that IQAC will also work towards Quality improvement. |

05|12|2023

**Dr. Anil Ahlawat**
**Director In-Charge (Dean Academics & IQAC Coordinator)**

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# KIET Group of Institutions, Delhi-NCR, Ghaziabad
## Office of Dean Academics
### ((An ISO – 9001: 2015 Certified & NAAC'A+' - Cycle 2)

**Minutes of Meeting held on 13th October 2023 at 03:00pm onwards.**

**Chair: Dean Academics**

**Participants (Present):** Dr. Sangeeta Goel (Asst. Dean Quality Assurance), Dr. Ritu Gupta (AS), Dr. Ruchita Gautam (ECE), Mr. Abhishek Goyal (CS), Dr. Vikas Goel (IT), Ms. Reeta Singhal (Library), Dr. Ajay Singh Verma (Associate Head-IIPC), Dr. Ranchay Bhateja (MBA), Dr. Yaduvir Singh (EN),Dr. Manish Bhardwaj (CSIT), Dr. Sandeep Chhabra (ME), Dr. Ashu Mittal (KSOP), Dr. Sanjiv Sharma (CSE), Ms. Gargi (CSE-AI), Dr. Sonia Gouri (HSS), ), Mr. Arun Agarwal (Head-Finance & Accounts)

**Participants (Not Present):** Mr. R N Panda (MCA), Dr. Vibhav Kumar Sachan (Dean R &D), Mr. Anup Srivastava (Registrar), Mr. Arvind Kr. Sharma (Head -CRPC), Dr. Satish Kumar (Dean SW), Rishi Malhotra (Head HR), Mr. K P Singh (Manager-Admin), Mr. Saurav Kumar(TBI)

**Quality Agenda:**
AQAR Presentation

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--------|-------------------------------------|
| 1. | **Opening Remarks** | The Dean Academics warmly welcomed all the members present at the meeting and shared the agenda point. |
| 2. | **AQAR** | Dr. Sangeeta Arora, Assistant Dean Quality Assurance presented the Academic Quality Assurance Report (AQAR data) in front of the forum. The following points were discussed and decided to make the AQAR Data more comprehensive and improve the overall scorecard. <br><br>1. All the writeups of Part A & Criteria (1-7) should be sent to all the IQAC members to get their feedback and modifications. <br><br>2. Part A Point 12 - Plan of action chalked out by the IQAC at the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year - **Needs to be reviewed.** Dean A asked to discuss this with the Director's Office. <br><br>3. Part A Point 15- Multidisciplinary/interdisciplinary: needs to add interdisciplinary projects and open elective subjects. <br><br>4. Part A Point 16 - Academic bank of credits (ABC): AKTU has already started to work on ABC. Add the points in writeup <br><br>5. Part A Point 18 - Appropriate integration of Indian Knowledge system (teaching in Indian Language, and culture, using online course): Add the subjects related to Human Values also <br><br>6. Part B Criteria -1 Curricular Planning and Implementation <br><br>1.1.1 The Institution ensures effective curriculum delivery through a well-planned and documented process: **Add AKTU Academic Calender on the KIET website.** <br><br>1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability into the Curriculum: **Ist Year Induction Program can be added and pharmaceutical subject can also be added** <br><br>1.3.2 Number of courses that include experiential learning through project work/field work/internship during the year: **Case Study, Mini Project_ MBA Department, Practice School_Pharmacy, NLP-CSE AI Department can also be added.** <br><br>2.2 Catering to Student Diversity: **All data provided in this section should be signed and stamped by Registrar's Office.** <br><br>3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year: **Data to be again verified from Dr. Ruchita Gautam.** |

**3.4.2.1** Total number of awards and recognition received for extension activities from Government/government-recognized bodies year-wise during the year: **Data is NIL, Dean Academics informed all the members to work on this criterion as we are Lacking Behind. Dr. Sangeeta Arora is asked to check with Dean SW , and if we can add on the Blood Donation Day, NSS, NCC, and Uddeshhya then take the data from Dean SW office.**

**4.2.1** Library is automated using Integrated Library Management System (ILMS): **Dean A asked to Ms. Reeta Singhal for Writeup to be update.**

**4.3.1** Institution frequently updates its IT facilities including Wi-Fi: **Write up to be updated by Dean ITS, Dr. Adesh Pandey.**

**4.4.1** Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs): **Showing Blank, need to update**

**5.4.1** There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services: Writeup to be approve by Accounts Office.

**5.2.2** Number of students progressing to higher education during the year: **Suggested that any alumni who registered for higher Education in the session 2022-23 can be added to this, he/she passes in any year. One more suggestion is also coming when we release the Security amount we have to cross-check the data for Placement/ Higher Education also.**

**5.2.3** Number of students qualifying in a state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations): The **Dean's office is required to again cross check with HOD ME about the data and also to inform Mr.Varun Suryavanshy to get the data of the GATE SCORE CARD at the time of the Internship.**

| 10 | Closing Remark | Dean (A) concluded the meeting with the following points:<br>a) All are required to plan a Certificate program of 30 hours or above<br>b) All are required to keep the BOS Approval _proofs<br>c) Overview of all Criteria |
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| Criteria -1 | GCM – ATR Report Pending |
| Criteria -2 | COMPLETE |
| Criteria -3 | In Progress |
| Criteria -4 | COMPLETE |
| Criteria -5 | COMPLETE |
| Criteria -6 | In Progress |
| Criteria -7 | COMPLETE |

**Dr. Anil Ahlawat**
**Dean Academics & IQAC Coordinator**

**Distribution:**
Director
Joint Director
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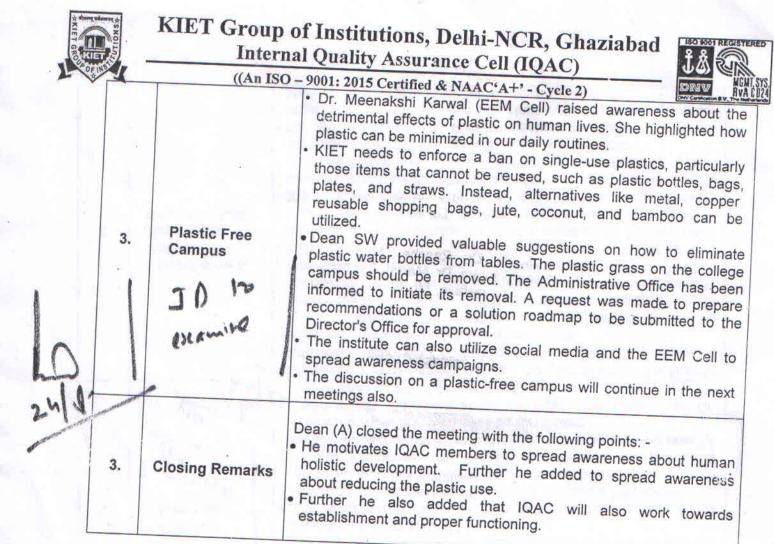**Minutes of IQAC Meeting held on 9ᵗʰ August 2023 at 03:00pm onwards.**

**Chair: Dean Academics & IQAC Coordinator**

**Participants (Present):** Dr. Shailendra Tiwary, Dr. Satish Kumar, Dr. Sapna Juneja, Dr. Sonia Gouri, Dr. Ritu Gupta, Dr. Ashu Mittal, Dr Ajay Agarwal, Dr. Sanjiv Sharma, Dr. Ajay Singh Verma, Dr. Arvind K Sharma, Dr. Atul K Piyoosh, Dr. Minakshi Karwal, Mr. Arun Agarwal, Ms. Reeta Singhal

**Participants (Not Present):** Dr. Ranchey Bhateja, Mr. R N Panda, Dr. Rupesh Chalisgaonkar, Dr. Ruchita Gautam, Dr. Manish Bhardwaj, Dr. Vibhav Kumar Sachan, Mr. Arvind Sharma, Mr. Anup Shrivastava, Mr. Saurav Kumar, Mr. Rishi Malhotra, Honorary Captain K. P. Singh

**Quality Agenda:**

- **Constitution & Role of Happiness Cognition Cell**
- **Plastic Free Campus**

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--------|-----------------------------------|
| 1. | **Opening Remarks** | • The Dean Academics warmly welcomed all the members present at the meeting and shared an important message about the commencement of the IVth-year sessions. Fourth-year classes are scheduled to begin on August 16ᵗʰ, 2023, Dean A requested each IQAC member to disseminate this information within their respective departments. This will help in preparing everyone for the upcoming academic semester and acquainting them with the Director's interaction. <br>• The departments may receive a call from the Director's Office regarding this matter and a request to prepare a PPT for sharing, which will be presented by the respective department. <br>• In this Interaction, the Subject Coordinators will provide a complete roadmap on how the subject will be taught and how TA (Teaching Assistant) marks will be distributed. <br>• Dean A was discussed about the agenda and welcomed Dr. Arvind Sharma (Head, Happiness Cell). |
| 2. | **Constitution & Role of Happiness Cognition Cell** | • Dr. Arvind Kumar Sharma initiated the discussion on the Holistic Education Approach. According to NEP 2020, two essential aspects for children are Education and Skills. <br>• HCC emphasizes the initiatives taken by AICTE in sharing knowledge in the domains of values and culture through its Model Curriculum, which includes a mandatory 3-week SIP (Summer Internship Program) for all newly enrolled students. <br>• UGC guidelines for 4-year UG Programs (2023) state that students must undertake an Indian Knowledge System (IKS) Foundational Course. IKS courses should constitute at least 5% of the required credits. The initial 4 semesters should actively promote these courses, with half of the credits allocated to the principal field of specialization. Students in the 7th/8th semesters are encouraged to select an IKS-related project topic. <br>• He also discussed the steps necessary to achieve the goal's objectives through various development programs, Universal Human Values (UHV), and IKS courses for students. |

| 3. | Plastic Free Campus | • Dr. Meenakshi Karwal (EEM Cell) raised awareness about the detrimental effects of plastic on human lives. She highlighted how plastic can be minimized in our daily routines. <br> • KIET needs to enforce a ban on single-use plastics, particularly those items that cannot be reused, such as plastic bottles, bags, plates, and straws. Instead, alternatives like metal, copper reusable shopping bags, jute, coconut, and bamboo can be utilized. <br> • Dean SW provided valuable suggestions on how to eliminate plastic water bottles from tables. The plastic grass on the college campus should be removed. The Administrative Office has been informed to initiate its removal. A request was made to prepare recommendations or a solution roadmap to be submitted to the Director's Office for approval. <br> • The institute can also utilize social media and the EEM Cell to spread awareness campaigns. <br> • The discussion on a plastic-free campus will continue in the next meetings also. |
| 3. | Closing Remarks | Dean (A) closed the meeting with the following points: - <br> • He motivates IQAC members to spread awareness about human holistic development. Further he added to spread awareness about reducing the plastic use. <br> • Further he also added that IQAC will also work towards establishment and proper functioning. |

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18/8/2023

**Dr. Anil Ahlawat**
**Dean Academics & IQAC Coordinator**

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