Summary – IQAC Meetings

S.N	Year	IQAC Meeting Held on	Mode of Meeting
1	2020	21st November 2020	Off line
2		31st October 2020	Virtual Platform
3		26th September 2020	Virtual Platform
4		26th August 2020	Virtual Platform
5		22nd August 2020	Virtual Platform
6		28th July 2020	Virtual Platform
7		21st July 2020	Virtual Platform
8		23rd June 2020	Virtual Platform
9		7th May 2020	Virtual Platform
10		11th April 2020	Virtual Platform
11		17th March 2020	Off line
12	2019	17th December 2019	Off line
13		18th October 2019	Off line
14		16th September 2019	Off line
15		19th July 2019	Off line
16		17th May 2019	Off line
17		11th February 2019	Off line
18	2018	13th October 2018	Off line
19		1st April 2018	Off line
20		22nd March 2018	Off line
21		27th January 2018	Off line
23	2017	16th October 2017	Off line
24		6th June 2017	Off line
25	2016	3rd September 2016	Off line
26		15th February 2016	Off line
27		28th January 2016	Off line

Dean (Academics)

Dean (Academics)
KIET GROUP OF INSTITUTIONS
Ghaziabad

Minutes of IQAC Meeting held on 21st November, 2020 at 10:00 AM at ADAM Conference Hall

Chair: Dr. (Col) A Garg

Participants: Joint Director, Dr. Anil K. Ahlawat (Dean Academics), Department HoDs

S.No	Agenda	Points of Discussion / Decision(s)Taken	Action By
1.	Opening Remarks	**Director**initiated the meeting with a welcome note followed by few updates: **a)** **Migration to Moodle** Server for CT-2 has been done successfully **b)** The virtual **International Conference VCIPECH** organized by EN department has been completed successfully **c)** **60 seats of NCC** were allotted timely, would beuseful for future **d)** The **GCM**date was finalized on **19th December'20**. Mr. Mahesh Munjal Ji and Pro VC AKTU will join the meet. The data &roadmap w.r.t upcoming NAAC visit will be presented. **e)** The three verticals of Academics were introduced i.e **Industry Corridor, Separate Entity for Consultancy and Skill Development & Finishing School.** **f)** The **e- Induction Program** for 1st year students will start from **24th November '20.** **g)** **The Parent Meeting** – online will be scheduled on **29th November'20**. The number of attendees should be around 800. **h)** The **Counseling Program** for parents by **Mr. Sushant Kalra**is fixed on **6th December'20 from 11:00 AM to 1:00 PM**. **i)** For the first time, an induction program will be conducted for MBA, MCA and KSOP Departments **j)** The final visit of NAAC is due on **23rd May'21**. So, by that time, all the preparations should be completed. **k)** **NAAC Expert Visit** may be planned in **December'20**. So that the suggestions from them can be incorporated in SAR. **l)** Any activity which is organized through electronic mode should be **well rehearsed and streamlined** by any department. **m)** Joint Director shared that **20 classrooms** are ready for blended classroom teaching. Teachers to take lectures from the classrooms and give their feedback so that any improvements can be done timely.	**Para 1(a) to 1(m):** **All HoDs to note**
2.	**Minor Specialization - MOOCs honors degree (Reg. for session 2018-19**	**a)** Dean (A) briefed that the AKTU has changed their **MOOCS honors degree program**. **b)** Prof. Yaduvir Singh demonstrated the result report of **MOOCS for honors degree for 2018-19 batches**. **c)** The minor specialization course can be selected from the revised list of MOOCs courses by AKTU. **d)** The students having 80% cumulative percentage may be encouraged to complete MOOCs Honors Degree, so that 10%	**Para 2(c) to 2(d):** **Dean (A) to examine as per AKTU circular**

		student for 2018 and 20% students for 2019 can be achieved.	
3.	**Report on GATE/GPAT Classes**	**a)** The report on **GATE/GPAT** was presented by **Dr. Arunesh Chandra.** **b)** He reported that, good responses have been received from B.Tech 3rd year; however very few students have reported from B.Tech 2nd year. **c)** He shared, that students are suffering with mental fatigue due to continuous online classes. **d)** Director suggested that the GATE classes can be conducted on alternative days. **e)** HoD (IT) suggested to encourage only interested students to save the efforts and to avoid the duplicity of the students in multiple activities. **f)** Dean (A) emphasized that the task w.r.t GATE/GPAT classes should be **performed sincerely**. Departments should confirm about their interest regarding GATE/GPAT classes.	**Para 3(a) to 3(f):** **Dr. Arunesh Chandra to consult with respective HoDs regarding the issues, to submit the progress report 7 new proposal for GATE, conduct a meeting of dept. coordinators with Dean (A)** **And** **Streamline all the task in next 10 days.**
4.	**Faculty Development Program - ATAL FDP/ NITTTR STP**	**a)** Dean (A) briefed out the agenda and shared that the NITTTR STP is an 8-module program which can be attended online (free) by the faculty members. **b)** Director appreciated and asked HoDs to encourage their faculty members to attend. Advised them to take it as a very good opportunity. **c)** Director also shared that attending NITTTR's 8-module program is mandatory as per 7th pay commission, GOI. **d)** HoDs were suggested that at least 1-2 FDPs should be completed by the faculty members in a semester.	**Para 4(a) to 4(d):** **All HoDs to examine and give feedback** **&** **To include this point in next agenda**
5.	**Report on Weak Students and Plan for Improvement**	**a)** Director shared that the 'policy on weak students' has given a good response. But the focus should not be loose anyhow. **b)** HoDs shared their department's progress report. **c)** HoDs suggested to organize a meeting with weak students' parents to make them aware of their ward's performance.	
6.	**Roadmap of NAAC - preparation status**	**a)** Dean (A) expressed his concern about the NAAC related task. Also, notified HoDs that the data may be asked once or two times. Asked for their cooperation. **b)** Dean (A) shared the roadmap of NAAC visit. **c)** Dean (A) suggested to all HoDs that the data related toNAAC must be verified by HoDs/Addl. HoDs. **d)** Director encouraged all and emphasized to achieve A++ because KIET deserves it. **e)** Director also stressed on that the ownership of any task should be taken by HoD himself. Direct involvement is necessary. **f)** HoD (IT) suggested to create sub groups of the HoDs to discuss on	**Para 5(a) to 5(e):** **All attendees to note and implement**

		NAAC work. **g)** Director notified that the NAAC expert visit may be planned in mid-December. So, the SAR should be prepared and submitted to the Director before 12th December. **h)** Joint Director suggested to compile the data up to 30th October'20. The data from 1st Nov'20 - 28thFeb'21 can be added afterwards. **i)** Director invited all HoDs to share any name of any NAAC expert they may know.	**Para 6(g) to 6(i):** **Dean (A) to note**
7.	**Academic Policy w.e.f 01 Dec - Discussion & Finalization**	**a)** Director advised not to call students in the campus until essential. All the activities related to students can be organized online. **b)** The addendum in Academic Policy for odd sem 2020-21 was presented by Dean (A). Suggestions from HoDs invited for the same. **c)** HoDs opined that the visit routine of faculty/staff members should be continued the same till 15th December. 4 days of reporting ca be done. **d)** The information w.r.t institute visit should be floated by HR department. **e)** Respective HoDs shared the status of online coding classes by Mr. Abhay Upadhyay. **f)** Joint Director suggested that the address session of Director, Joint Director and Dean Academics should be fixed on the day when the maximum students' strength is there. **g)** HoDs suggested that a session on "How to attend online classes"should be there in the beginning of the student orientation program and another should be after one week. **h)** Director emphasized to all HoDs to address all the points raised in CR's meeting on priority basis at department level.	**Para 7(e):** **Dan(A) to examine online classes&** **HoDs to identify the number of the students in coding classes** **Para 7(h):** **All HoDs to note and implement**
8.	**Institutional Events (EPOQUE/Convocation)**	**a)** Dean (A) invited the ideas from all the HoDs to organize the event. **b)** HoDs recommended to execute the EPOQUE through online mode by professionals. Stand-upcomedy/ Competitions/ Games can be included. **c)** The Convocation may also be done by electronic mode. The degree certificate can be sent directly to the student by the University.	**Para 8(b) & 8(c):** **Date will be decided in next meeting**
	Closing Remark	Director closed the meeting with following points: **a)** All points of discussion should be honored. **b)** HoD's direct involvement is significant activity for department to progress. **c)** AKTU has reserved the month of August for internship. So, the remaining hours can be covered during academic activities.	

Dean (Academics)

Distributed to: All concerned.

Minutes of IQAC Meeting held on 21st November, 2020 at 10:00 AM at ADAM Conference Hall

Chair: Dr. (Col) A Garg

Participants: Joint Director, Dr. Anil K. Ahlawat (Dean Academics), Department HoDs

S.No	Agenda	Points of Discussion / Decision(s)Taken	Action By
1.	Opening Remarks	**Director**initiated the meeting with a welcome note followed by few updates: a) **Migration to Moodle** Server for CT-2 has been done successfully b) The virtual **International Conference VCIPECH** organized by EN department has been completed successfully c) **60 seats of NCC** were allotted timely, would beuseful for future d) The **GCM**date was finalized on **19th December'20**. Mr. Mahesh Munjal Ji and Pro VC AKTU will join the meet. The data &roadmap w.r.t upcoming NAAC visit will be presented. e) The three verticals of Academics were introduced i.e **Industry Corridor, Separate Entity for Consultancy and Skill Development & Finishing School.** f) The **e- Induction Program** for 1st year students will start from **24th November '20**. g) **The Parent Meeting** – online will be scheduled on **29th November'20**. The number of attendees should be around 800. h) The **Counseling Program** for parents by **Mr. Sushant Kalra**is fixed on **6th December'20 from 11:00 AM to 1:00 PM.** i) For the first time, an induction program will be conducted for MBA, MCA and KSOP Departments j) The final visit of NAAC is due on **23rd May'21**. So, by that time, all the preparations should be completed. k) **NAAC Expert Visit** may be planned in **December'20**. So that the suggestions from them can be incorporated in SAR. l) Any activity which is organized through electronic mode should be **well rehearsed and streamlined** by any department. m) Joint Director shared that **20 classrooms** are ready for blended classroom teaching. Teachers to take lectures from the classrooms and give their feedback so that any improvements can be done timely.	**Para 1(a) to 1(m):** **All HoDs to note** The deptt. is preparing for the NAAC expert visit. Most of the faculty members are conducting the classes in the classrooms.
2.	**Minor Specialization - MOOCs honors degree (Reg. for session 2018-19**	a) Dean (A) briefed that the AKTU has changed their **MOOCS honors degree program**. b) Prof. Yaduvir Singh demonstrated the result report of **MOOCS for honors degree for 2018-19 batches**. c) The minor specialization course can be selected from the revised list of MOOCs courses by AKTU. d) The students having 80% cumulative percentage may be encouraged to complete MOOCs Honors Degree, so that 10%	**Para 2(c) to 2(d):** **Dean (A) to examine as per AKTU circular**

		student for 2018 and 20% students for 2019 can be achieved.	
3.	**Report on GATE/GPAT Classes**	a) The report on **GATE/GPAT** was presented by **Dr. Arunesh Chandra.** b) He reported that, good responses have been received from B.Tech 3rd year; however very few students have reported from B.Tech 2nd year. c) He shared, that students are suffering with mental fatigue due to continuous online classes. d) Director suggested that the GATE classes can be conducted on alternative days. e) HoD (IT) suggested to encourage only interested students to save the efforts and to avoid the duplicity of the students in multiple activities. f) Dean (A) emphasized that the task w.r.t GATE/GPAT classes should be **performed sincerely**. Departments should confirm about their interest regarding GATE/GPAT classes. As suggested, the GATE classes are being conducted for the interested students at convenient time.	**Para 3(a) to 3(f):** **Dr. Arunesh Chandra to consult with respective HoDs regarding the issues, to submit the progress report 7 new proposal for GATE, conduct a meeting of dept. coordinators with Dean (A)** **And** **Streamline all the task in next 10 days.**
4.	**Faculty Development Program - ATAL FDP/ NITTTR STP**	a) Dean (A) briefed out the agenda and shared that the NITTTR STP is an 8-module program which can be attended online (free) by the faculty members. b) Director appreciated and asked HoDs to encourage their faculty members to attend. Advised them to take it as a very good opportunity. c) Director also shared that attending NITTTR's 8-module program is mandatory as per 7th pay commission, GOI. d) HoDs were suggested that at least 1-2 FDPs should be completed by the faculty members in a semester. The massage has been conveyed to the faculty	**Para 4(a) to 4(d):** **All HoDs to examine and give feedback** **&** **To include this point in next agenda**
5.	**Report on Weak Students and Plan for Improvement**	a) Director shared that the 'policy on weak students' has given a good response. But the focus should not be loose anyhow. b) HoDs shared their department's progress report. c) HoDs suggested to organize a meeting with weak students' parents to make them aware of their ward's performance.	
6.	**Roadmap of NAAC - preparation status**	a) Dean (A) expressed his concern about the NAAC related task. Also, notified HoDs that the data may be asked once or two times. Asked for their cooperation. b) Dean (A) shared the roadmap of NAAC visit. c) Dean (A) suggested to all HoDs that the data related toNAAC must be verified by HoDs/Addl. HoDs. d) Director encouraged all and emphasized to achieve A++ because KIET deserves it. e) Director also stressed on that the ownership of any task should be taken by HoD himself. Direct involvement is necessary. f) HoD (IT) suggested to create sub groups of the HoDs to discuss on	**Para 5(a) to 5(e):** **All attendees to note and implement** The Deptt. is working according to the road map.

		NAAC work g) Director notified that the NAAC expert visit may be planned in mid-December. So, the SAR should be prepared and submitted to the Director before 12th December h) Joint Director suggested to compile the data up to 30th October'20. The data from 1st Nov'20 - 28th Feb'21 can be added afterwards. i) Director invited all HoDs to share any name of any NAAC expert they may know	Para 6(g) to 6(i): Dean (A) to note
7.	Academic Policy w.e.f 01 Dec - Discussion & Finalization	a) Director advised not to call students in the campus until essential. All the activities related to students can be organized online b) The addendum in Academic Policy for odd sem 2020-21 was presented by Dean (A). Suggestions from HoDs invited for the same c) HoDs opined that the visit routine of faculty/staff members should be continued the same till 15th December. 4 days of reporting ca be done d) The information w.r.t institute visit should be floated by HR department e) Respective HoDs shared the status of online coding classes by Mr Abhay Upadhyay f) Joint Director suggested that the address session of Director, Joint Director and Dean Academics should be fixed on the day when the maximum students' strength is there. g) HoDs suggested that a session on "How to attend online classes" should be there in the beginning of the student orientation program and another should be after one week. h) Director emphasized to all HoDs to address all the points raised in CR's meeting on priority basis at department level	Para 7(c): Dean(A) to examine online classes.& HoDs to identify the number of the students in coding classes Para 7(h): All HoDs to note and implement
8.	Institutional Events (EPOQUE/Convocation)	a) Dean (A) invited the ideas from all the HoDs to organize the event b) HoDs recommended to execute the EPOQUE through online mode by professionals. Stand-upcomedy/ Competitions, Games can be included c) The Convocation may also be done by electronic mode. The degree certificate can be sent directly to the student by the University	Para 8(b) & 8(c): Date will be decided in next meeting
	Closing Remark	Director closed the meeting with following points a) All points of discussion should be honored b) HoD's direct involvement is significant activity for department to progress. c) AKTU has reserved the month of August for internship. So, the remaining hours can be covered during academic activities.	

Distributed to: **All concerned.**

Dean (Academics)

Minutes of IQAC Meeting held on 31st October 2020 at 10:30 AM through MS Team

Chair: Dr. (Col) A Garg

Participants: Joint Director, Dr. Anil K. Ahlawat (Dean Academics), Department HoDs

S.N	Agenda	Points of Discussion / Decision taken	Action by
1	Opening Remark	Director opened the meeting with [illegible] at "National Unity Day" as all followed by [illegible] updates a) **26 students** from K.R.C. group of institutions have secured the rank and place in top 10 at university level. Students earned **4 gold, 2 bronze, 2 silver** medals. Proud moments for K.R.C. group of institutions. ***Complimented*** b) **Pro VC - A&TU** [illegible] a member of institute governing [illegible] may be scheduled on [illegible] Saturday or [illegible] Saturday of December and Advisory Board Meeting will be planned in January [illegible]. ***For Information Only*** c) **MOU** with **RIEVSE India** has been signed d) **In - house Moodle training** of faculty members for examination has been done successfully e) **E-Booster master classes** for students have been conducted. ***Complimented to HoD (IEL) & Team*** f) **CRs meeting** were conducted for all branches and received valuable feedback from students. Minute of Meeting will be floated shortly g) **Faculty Induction** program has been done successfully by Team HR h) **TedEx countdown event** has been done successfully i) Two webinars by Dr. [illegible] Shivaprakash were conducted through online platform. Received an excellent response from K.R.C. Team j) **Human Value Workshop** for the students' parents was organized by the Department of Applied Science k) **e-Khelo, a Sports event** was organized by K.R.C. Fitness Committee l) **Webinar session on startups** conducted by K.M.P. m) A real time issue was shared by the officers from **NCRTC** to the students of Civil Engineering Department to resolve during their visit to K.R.C. campus. The event was coordinated by HoD [illegible] n) **Breast Cancer awareness session** has been organized by K.M.P. department successfully	Para [illegible] [illegible] all [illegible] to note

o) **1st International conference** was organized by Department of HS. ***Complemented the Team!!!***

p) **Short term training program** was organized by MCA Dept. on Block Chain Technology. The STTP is undergoing and will be completed in 3 phases.

q) **The Governing Board** meet has been conducted by TBI.

r) **ISO external audit** has been conducted successfully.

s) KIET has taken the membership of **Quality Circle Forum of India**. All Departments to make use of the same.

t) **Interaction session with parents' of B.Tech 1st year students** is about to be organized. Will be coordinated by HoD (AS).

u) CT-2 is going to be started. Received the request from Dept. HoDs to permit students to appear on recommendation basis. ***Approved!!!***

v) **International Conference in EN Dept.** is going to be organized. **Shri Ajeet Pal, Minister of U.P Govt.** will inaugurate the event.

w) Office Order on the Policy of Sexual Harassment of woman employees & students and re-organization of Institutional Proctorial Board has been issued. **New policy on Environment & Energy Management Cell** will be issued shortly. HoD (CE) has been given the responsibility. Regular audits will be done through this policy.

x) The suggestions from all the departments have been received regarding Human Value Cell Policy document. The same will be issued shortly.

y) As per the need of the time, the students from core branches also need to be exposed continuously on to the coding skill. Keeping the concept of the finishing school into the view, another vertical was proposed to create at institute level as **Skill Development and Finishing School**. A **new appointment** for the same will be announced shortly.

z) Joint Director also shared that the **ISO auditors were very impressed and appreciated** the KIET academic policy, migration concept from offline to online etc. ***Congratulated to All!!!*** He also shared the areas of minor improvement viz. effective monitoring system, policies, quality of video lectures etc.

2.	**Strategy of Teaching & Learning after CT-2 examination**	a) **Dean (A)** mentioned the first agenda point by sharing the information about the planning to re-open the Institution after CT-2 examination. Invited the suggestions from house. b) **HoD (IT)** suggested keeping students engaged till end semester examination. 5-6 days preparatory leave should be given to the students. One lecture from the time table may be reduced on need basis. In final year, the pattern of assignment should be revised so that students remain indulged in their studies. Teachers should have to change their teaching methodology. The pace of syllabus coverage will be slow automatically. c) **HoD (CSE)** submitted that the lecture schedule may be off on Saturday. One week for assignments (subjective and numerical based) only may be plan to keep students engaged. d) **HoD (ME)** suggested to reduce the number of the lectures from time table. So, in remaining time, the programing language coding classes may be conducted. Four lectures may be spared for coding classes for core branch's students. Faculty members may live stream the actual experiments conducted on the experiment setup w.r.t Lab classes. e) **HoD (EN)** submitted to cover the things beyond the syllabus during the classes. Good quality assignment may be given to the students. Review paper of respective subject may be done through students. f) **Off. Principal (KSOP)** advised to plan some guest lecturers related to subject's thrust areas which totally depends on the need of syllabus coverage. Interaction with Alumni's who are working in reputed companies may plan on Saturday's for all the students to bridge the gap. He also shared that in KSOP (7th Sem), practice scheme is conducting under which students are working for minor projects in a small group by downloading different applications from Myloft concept. Now they are encouraging students to write the review paper and submit to good Scopus journal. g) **HoD (MBA)** submitted that the mentoring session on Saturday's should be used for conducting Group discussion on various topics. MBA department is doing so. h) **HoD (ECE)** suggested to cut down some lectures, mainly in core branches. Some model papers may be created by subject teachers based on previous year examination question paper to solve by students. Later on, same model paper can be discussed in the class. Expert lectures may also be conducted on Saturdays. Also, the draft of the policy for improvement of	**Dean (A) to examine all the suggestions and formulate the policy accordingly**

		utilization of AKTU Nalnda e-Consortium (Myloft) was demonstrated by Dean (R&D) and team. i) **HoD (HS)** submitted to utilize their 2nd year's soft skill trainers for the lower proficiency students identified on the basis of external third-party test in the 3rd year.	
3.	**Blended Learning (Requirement Analysis) - on re-opening of the institution.**	a) **Dean (A)** briefed about the agenda point and some major requirements for the same viz. software, internet, camera etc. Suggestions from HoDs were invited. b) **HoD (ECE)** said that Higher Education Institutes are now open for 50% strength of faculty/staff members. So online classes may be conducted from department classroom after doing some necessary arrangements in classrooms. c) **HoD (EI)** shared some suggestions viz. Students may be divided into two groups (50% - 50%). One group of students may be called to attend the classes physically in the campus and another group can attend the same class through live streaming. Same may be followed alternatively. Or they may be called into two shifts viz. morning and evening. Equal number of lectures should be conducted for both the groups. But due to this, the teaching load of faculty members may be increased slightly. Also proposed that, CTs & PUE should be conducted offline by maintaining the social distancing as per the norms. Hardware based Labs should be conducted offline and virtual labs should be used for learning online/concept development. The 50% students, who are presented in the campus for attending the lab classes can be divided further into small groups. Software coding labs should be conducted online. d) **Joint Director** suggested to explore about the student's division as per below average and above average parameter. So that, the below average group of the students can be called for physical classes and above average group of the students can attend the classes at their home. e) **HoD (MCA)** submitted that 50% students may attend the classes in the campus and 50% students may watch the recorded video lecture of the respective subject. In the next scheduled offline class, the doubts of the students' w.r.t video lecture can be discussed in the beginning of the lecture. Some content of the subject which does not require the elaboration and physical class may be identified by the subject teacher and only the recorded lecture may be provided for the identified topics. f) **HoD (MBA)** submitted the agreement for dividing the	**Dean (A) & Dean (ITS) to formulate strategy taking their inputs into the consideration.**

		students into 50% - 50% group and to provide physical classes and live streaming alternatively. In addition, doubt clearing session may be organized as per the need. g) **HoD (IT)** submitted few points' i.e stress testing of IT infrastructure should be done. Live streaming and blended learning are entirely different concept from each other. So different methodology should be used for both the concepts.	
4.	**Identification of weak students and action taken**	a) Dean (A) briefed that taking care of slow learners is extremely important. A subject teacher should consider as a moral responsibility to work on some identified weak students for improving the result. Faculty member may be awarded for reporting zero PCP and should be penalized for not improving. b) **Dear (A)** asked for the action taken reports from the HoDs. c) **ECE** – Identified students as special class required students for results improvement. Two special classes are organizing on every Saturday for such students. Getting good response. Mentors are counseling these students continuously. Study materials are also being provided. Class coordinators are also in touch with these students through whatsapp. d) **EN** – Doubt clearing session is organizing on Saturday's. Student's problems related to subject are resolving through whatsapp groups as well. e) **EI** – Weak students are not allowed to attend additional skill classes and doubt clearing session is organizing for them. f) **ME** – Students have identified based on the CT-1 result and students having less than 50% marks & detainees are considered as weak students. Classes on Saturday's are being provided. g) **IT** – Organizing the classes for branch change, diploma holders and detained students. h) **MCA** – Additional classes beyond the institution's timing are being organized for such students. i) **KSOP** – Assignments, Question banks with answers are being circulated continuously.	**All HoDs to keep focus to this aspect**
5.	**Lab reports - Students overall satisfaction strategy**	a) **Dean (A)** explained that a huge number of the students are not satisfied with Lab classes. The strategies that are using need to be revised. HoDs submitted their views. b) Experiments can be conducted through virtual labs. c) Faculty members may find out some online educational	

		platforms for learning experiments. **d)** One week may be arranged for live streaming the lab experiments. **e)** Day scholars may be called for performing experiments. Project based learning can be conducted. **f)** Alumni's may also be connected for demonstrating live experience. **g)** Guidelines may be floated regarding the lab experiments that experiments will be explained by students in online classes.	**All HoDs to keep focus to this aspect**
6.	**With permission of the chair**	**a)** Dean (A) briefed about the NPTEl registration i.e **3000 registration** but only **75** students have submitted the fee till yet. Suggested to HoDs to encourage students to submit fees timely. **b)** Only five branches **(EN, CE, MBA, MCA, AS)** have uploaded the COs on KIET website. Suggested to other departments to upload on priority basis.	**Para 5(a) & 5(b):** **All HoDs to implement and take action on priority.**
7.	**Closing Remark**	**Director closed the meeting with some important precautionary steps that should be followed by all:** **a)** Some of the faculty members have been observed very casual during their online classes in terms of language, dressing, code of conduct etc. **b)** All the issues are needed to be sensitized. So, a session on **"Sensitization"** was proposed for all on coming Thursday.	

Dean Academics

Distributed to: All concerned

Minutes of IQAC Meeting held on 26th August 2020 at 10:30 AM through virtual platform

Chair: Dr. (Col) A Garg

Participants: Dr. Anil K. Ahlawat (Dean Academics), Department HoDs, Head (CRPC).

S.N	Agenda	Points of Discussion / Decision taken	Action by
1.	Opening Remark	Director opened the meeting with welcome note followed by few updates: **a)** 6 patents from KIET are published in a Journal of Patent on 4th September 2020. Now we have got 21 patents in total. ***Complimented!!!*** **b)** Director complimented COE & Team, Registrar, HoDs & faculty members for conducting end semester examination and UPSEE exam smoothly under the unfavorable circumstance of COVID – 19. **c)** MOU was signed with an **Italian Company called BIESSE** (a Wood working Machine Manufacturing company), agreed to setup a centre of excellence named **Centre of Advanced Wood Working (CAW)**. We are going to have three machines very soon. **d)** Computer programming proficiency cell has been setup under the supervision of HoD (CSE).***Best Wishes!!!*** **e)** A student's club called **TechAdventure** has been formulated for Virtual Lab development. We wish to see some of our Labs on MHRD website through this practice. **f)** Dr. K. Nagrajan will now perform the duties as **officiating Principal of KSOP**. ***All the best for tenure!!!*** **g)** **Student Grievance Redressal Cell** has been reorganized due to AICTE guidelines. The Office order is available at KIET web site. **h)** One student from ME department **(Rishabh)** received a letter of appreciation for internship from **G1ANT Robot Ltd. London**. Five students from EI department have also received a letter of appreciation from Air Officer Commanding 13 base repair depot air force Palam on automatic calibration of test equipments. ***Marvelous effort. Congratulation!!*** **i)** Student's Felicitation program is going well. Director suggested to invite people from other colleges as well (may be the Director /Chairman or vice chairman AKTU and official from AKTU) to create more visibility of the Institute. **j)** Industry interaction has to be increased. Better placement opportunities are required. It is important to strengthen not only the Technical skill but also soft skills for better placement options.	**Para 1(c):** **HoD (ME) to take the honor ship and identify good faculty members and technicians** **Para 1(i) & 1(j):** **All HoDs to note and implement**

2.	**Placement Canvas@ KIET (Big 7 IT Companies)**	**a)** The Placement Canvas was presented by HoD (HS) and Head (CRPC). **b)** Appreciated by Director and All HoDs, called it an eye-opener presentation and students should get to know about it. **c)** Director suggested showing the presentation during the time of orientation program to the students. **d)** Director emphasized and said that a structured plan must be followed. From 1st year of the students, the distribution of additional skills should be equal among students. In their 2nd and 3rd year, it should be at department level. In Final year, company specific training should be given to the students. So, the students get certified before sitting for a placement. **e)** HoD (HS) suggested promoting more interdisciplinary project to students. So that they can get the exposure for both the things. **f)** Dean (A) suggested that the students group for project which are formulated for INNOTECH in 1st year, same group should continue further to full fill the interdisciplinary project concept. ***Appreciated as a tempting thought by Director*** !!! **g)** To improve the employability skills, HoD (HS) and Head (CRPC) jointly proposed to conduct an e-booster training program for 1000 students of final year. **h)** Director stressed to design a policy on finishing school for 7 companies presented by the HoD (HS) and Head (CRPC).	**Para 2(c):** **HoD(AS) to note** **Para 2(d):** **All HoDs to note and implement.** **Para 2(g) & 2(h):** **HoD (HS) and Head (CRPC) to carry on with idea.**
3.	**Policy for Human Value Club**	**a)** Dean (A) shared some points about the issues facing by the HoDs related to their faculty members. A communication gap is creating between HoDs and faculty members. **b)** Director stressed that unprofessional behavior should not be tolerated. HoDs have the authority to report the event and take necessary actions. **c)** Dean (A) invited HoD (AS) and his team to demonstrate the presentation on **Human Value Club**. Received appreciation by Director!!! **d)** HoD (AS) suggested to create such an environment which inspire to all the KIETians to live happily and provide value-based education to our students. Continuous efforts are required. **e)** Dean (SW) also shared some activities of Students Activity Club. **f)** HoDs shared their views related to the Human Value Club. Suggested to include this feature in Faculty Induction program. **g)** Director stressed that by the year 2022, level -1 and	**Para 3(b):** **All HoDs to take n/a** **Para 2(g) & 2(h):** **All HoDs to note and implement.**

		Refreshment course of Human value should be completed by all the faculty members. **h)** 8-10 faculty members should be trained as resource persons for which they are required to complete the 3 – levels of Human values program. Then they will be in a position to become a resource person for other colleges as well. **i)** HoD (HS) submitted that this practice should be imbibed in the students and propagated by their parents. Then we will be able to create a change. **j)** Director advised to rename the Human Value Cell/Course at Institute level so that the students get connected easily. It may be related to development of interpersonal relations. **k)** The presented draft policy by HoD AS & team was unanimously agreed upon by all present. The Chair opined that policy be circulated once again to invite more comments/inputs (if any). The same would be issued by OOD on finalization.	**OOD**
4.	**Some General points**	**a) Moderation Report of CT-1 Examination:** i. Some gaps are found by COE in CT-1 question paper. Director suggested to departmental moderation committee to monitor the process till the implementation. ii. Director stressed on that the sanctity of the moderation report must be maintained. **b) Concept of Negative marking:** i. Director invited the feedback from all HoDs to implement the same in next CTs. ii. All HoDs were agreed to continue this practice further, but the time limit of the examination may be increased. **c)** Dean (ITS) proposed to constitute a Moodle Committee at institute level.	**Para 1:** **All HoDs to note and implement.**
Closing Remarks		Director closed the meeting with a satisfactory note and thanked everyone for their presence.	

Dean (Academics)

Distribute to: All Concerned

Minutes of IQAC Meeting held on 26th August 2020 at 10:30 AM through virtual platform

Chair: Dr. (Col) A Garg

Participants: Dr. Anil K. Ahlawat (Dean Academics), Department HoDs, Head (CRPC).

S.N	Agenda	Points of Discussion / Decision taken	Action by
1.	Opening Remark	Director opened the meeting with welcome note followed by few updates: **a)** 6 patents from KIET are published in a Journal of Patent on 4th September 2020. Now we have got 21 patents in total. ***Complimented!!!*** **b)** Director complimented COE & Team, Registrar, HoDs & faculty members for conducting end semester examination and UPSEE exam smoothly under the unfavorable circumstance of COVID – 19. **c)** MOU was signed with an **Italian Company called BIESSE** (a Wood working Machine Manufacturing company), agreed to setup a centre of excellence named **Centre of Advanced Wood Working (CAW)**. We are going to have three machines very soon. **d)** Computer programming proficiency cell has been setup under the supervision of HoD (CSE).***Best Wishes!!!*** **e)** A student's club called **TechAdventure** has been formulated for Virtual Lab development. We wish to see some of our Labs on MHRD website through this practice. **f)** Dr. K. Nagrajan will now perform the duties as **officiating Principal of KSOP**. ***All the best for tenure!!!*** **g)** **Student Grievance Redressal Cell** has been reorganized due to AICTE guidelines. The Office order is available at KIET web site. **h)** One student from ME department **(Rishabh)** received a letter of appreciation for internship from **G1ANT Robot Ltd. London**. Five students from EI department have also received a letter of appreciation from Air Officer Commanding 13 base repair depot air force Palam on automatic calibration of test equipments. ***Marvelous effort. Congratulation!!*** **i)** Student's Felicitation program is going well. Director suggested to invite people from other colleges as well (may be the Director /Chairman or vice chairman AKTU and official from AKTU) to create more visibility of the Institute. **j)** Industry interaction has to be increased. Better placement opportunities are required. It is important to strengthen not only the Technical skill but also soft skills for better placement options.	**Para 1(c):** **HoD (ME) to take the honor ship and identify good faculty members and technicians** **Para 1(i) & 1(j):** **All HoDs to note and implement** Teams of Faculty have started putting their efforts

2.	**Placement Canvas@ KIET (Big 7 IT Companies)**	**a)** The Placement Canvas was presented by HoD (HS) and Head (CRPC). **b)** Appreciated by Director and All HoDs, called it an eye-opener presentation and students should get to know about it. **c)** Director suggested showing the presentation during the time of orientation program to the students. **d)** Director emphasized and said that a structured plan must be followed. From 1st year of the students, the distribution of additional skills should be equal among students. In their 2nd and 3rd year, it should be at department level. In Final year, company specific training should be given to the students. So, the students get certified before sitting for a placement. **e)** HoD (HS) suggested promoting more interdisciplinary project to students. So that they can get the exposure for both the things. **f)** Dean (A) suggested that the students group for project which are formulated for INNOTECH in 1st year, same group should continue further to full fill the interdisciplinary project concept. ***Appreciated as a tempting thought by Director*** !!! **g)** To improve the employability skills, HoD (HS) and Head (CRPC) jointly proposed to conduct an e-booster training program for 1000 students of final year. **h)** Director stressed to design a policy on finishing school for 7 companies presented by the HoD (HS) and Head (CRPC).	**Para 2(c):** **HoD(AS) to note** **Para 2(d):** **All HoDs to note and implement.** Faculty are conducting mock interviews as per the requirement EN deptt. has started minor specialization in 6 domains **Para 2(g) & 2(h):** **HoD (HS) and Head (CRPC) to carry on with idea.**
3.	**Policy for Human Value Club**	**a)** Dean (A) shared some points about the issues facing by the HoDs related to their faculty members. A communication gap is creating between HoDs and faculty members. **b)** Director stressed that unprofessional behavior should not be tolerated. HoDs have the authority to report the event and take necessary actions. **c)** Dean (A) invited HoD (AS) and his team to demonstrate the presentation on **Human Value Club**. Received appreciation by Director!!! **d)** HoD (AS) suggested to create such an environment which inspire to all the KIETians to live happily and provide value-based education to our students. Continuous efforts are required. **e)** Dean (SW) also shared some activities of Students Activity Club. **f)** HoDs shared their views related to the Human Value Club. Suggested to include this feature in Faculty Induction program. **g)** Director stressed that by the year 2022, level -1 and	**Para 3(b):** **All HoDs to take n/a** Will be followed Sir. **Para 2(g) & 2(h):** **All HoDs to note and implement.**

		Refreshment course of Human value should be completed by all the faculty members. **h)** 8-10 faculty members should be trained as resource persons for which they are required to complete the 3 – levels of Human values program. Then they will be in a position to become a resource person for other colleges as well. **i)** HoD (HS) submitted that this practice should be imbibed in the students and propagated by their parents. Then we will be able to create a change. **j)** Director advised to rename the Human Value Cell/Course at Institute level so that the students get connected easily. It may be related to development of interpersonal relations. **k)** The presented draft policy by HoD AS & team was unanimously agreed upon by all present. The Chair opined that policy be circulated once again to invite more comments/inputs (if any). The same would be issued by OOD on finalization.	Efforts are ON more and more number of faculty are joining the courses **OOD**
4.	**Some General points**	**a) Moderation Report of CT-1 Examination:** i. Some gaps are found by COE in CT-1 question paper. Director suggested to departmental moderation committee to monitor the process till the implementation. ii. Director stressed on that the sanctity of the moderation report must be maintained. **b) Concept of Negative marking:** i. Director invited the feedback from all HoDs to implement the same in next CTs. ii. All HoDs were agreed to continue this practice further, but the time limit of the examination may be increased. **c)** Dean (ITS) proposed to constitute a Moodle Committee at institute level.	**Para 1:** **All HoDs to note and implement.** EN deptt. has initiated the process.
Closing Remarks		Director closed the meeting with a satisfactory note and thanked everyone for their presence.	

Dean (Academics)

Distribute to: All Concerned

Minutes of IQAC Meeting held on 22nd August 2020 at 10:30 AM through virtual platform

Chair: Dr. (Col) A Garg.

Participants: Dr. Manoj Goel (Joint Director), Dr. Anil K. Ahlawat (Dean Academics), Department HoDs, Dean (IEC), Manager (IA), Dr. Sangeeta Arora.

S.No.	Agenda	Points of Discussion / Decision taken	Action by
1.	**Opening Remark**	Director started the meeting and wished everyone good luck on the auspicious occasion of **Ganesha Chaturthi.** Following were shared by Director: a) KIET Group of Institutions achieved **ATAL Ranking of Institutions on Innovation Achievements**. We are very fortunate to get a place in **ATAL Ranking** as well as in **NIRF Ranking** this year which proves that hard work with commitment is always payoff. This practice must be continued in future. b) It was decided and announced that this year only the **C.V. Raman Awards** will be announced on the occasion of **Teacher's Day**. The **Teacher's Day** celebration will be taken place on **5th September 2020**. *c)* After having an interaction session with dept. HoDs and faculty members, Director shared the view that the concept of **blended learning** has adopted by our teachers and students completely and is going quite well. ***Complimented to all.!!!*** d) As per the intimation received from the university, the end semester examination may not be conducted by the university for final year students due to increasing number of COVID -19 cases. e) In terms of Rationalization of duties, this must be designed and allotted by dept. HoD & Addl. HoD. The main idea is to create balance among all the faculty members which enable them to perform effortlessly.	**Para 1(a) to 1(e):** **All HoDs to note** **Para 1(b):** **Dean (A) will be notified separately.** **Para 1(e):** **HoD (CSE) to brief all dept. HoDs**
2.	**Atal Ranking for Institute Innovation Achievements – (3rd vertical of Innovation & Entrepreneurship)**	a) Before start with the agenda point Dean (A) shared his views that knowledge sharing is not an easy task when it comes to deliver a quality of video lecture and any other study material to our students. However, this task provides an immense satisfaction to all the faculty members at the end. b) As per the feedback received from Dean (ITS), all the subject e-content up to CT-2 has been uploaded on Moodle. c) On the behalf of all HoDs, Dean (A) thanked to Director & Joint Director to motivate all with their kind words and praises.	

		d) Dean (IEC) briefed about the ATAL ranking with a thankful note for Director & Joint Director for giving the opportunity to put efforts to achieve a place in ATAL ranking. Also thanked to all HoDs for their support. e) Dean (IEC) shared that Innovation and Entrepreneurship is going to be a roadmap for Higher Education Institutions in future. f) Dean (IEC) presented the score card of KIET for ATAL ranking in which it could be seen that where we are good and we are lacking among nine parameters. g) Received appreciation and complements.	**Para 2(f):** **Dean (IEC) to share with all HoDs**
3.	**Synergy University, Moscow - Collaboration with KIET**	a) Manager (IA) briefed about the collaboration of KIET with **Synergy University, Moscow** which is an **International MOU opportunity** for KIET. b) The **Synergy University** proposed to sign a general MOU with KIET. Given an overview through the presentation slides. c) Director suggested to examining the Universities worldwide according to their department usefulness. Department must has at least one International collaboration to have benefits during the accreditation. d) HoD (MBA) reported that the dept. of MBA is in the process to connect with **Malaysian University**. e) Joint Director shared that **Milan University** has also shown their interest to collaborate with KIET come up with a special certificate online program. Also quoted a special price for KIET.	**Para 3(d):** **All HoDs to examine**
4.	**Internal examination proposal through MOODLE and SPDC -2020 Training Program**	a) Dean (A) shared the information about the regular assessment of the students are doing through quizzes conducted during the lecture by subject teacher. These quizzes are not only used for the student's attendance but also hold the weight-age in internal marks. b) Dean (A) suggested to all HoDs to share that information with their faculty members so that they also can convey the information about quizzes to their students. c) Dean (A) also shared that we have got a positive impact by the quiz policy on students as their attendance is improving and the strength of the students in the class is also increasing. d) Dean (ITS) presented the Roadmap on Skill	**Para 4(b):** **All HoDs to implement**

		&Personality Development Program (SPDC 2020). e) Director advised considering Soft Skill as a part of Internship. ***Let's take is as a challenge...!!!*** f) HoD (CSE) suggested that the pre-evaluation test should be conducted before launching SPDC 2020. g) Dean (ITS) suggested to all HoDs to motivate their students to register in this program which will bring the number of placement opportunities in future. h) Dean (ITS) submitted the two tasks to achieve in terms of Moodle server i.e 1) Awareness among students 2) Increase the usability. i) Dr. Awadhesh Srivastava presented the plan of conducting internal examination through Moodle server. j) All HoDs appreciated the plan and beneficial as well. Also submitted their views. k) **Stress Testing** of Moodle server is required, submitted by Dean (ITS)	**Para 4(e):** **Dean (ITS) to share the progress report every month.** **Para 4(k):** **Learning is required for now**
5.	**Updated Lab video/ Virtual Lab**	a) Updated Lab plans of the departments presented by Dr. Sangeeta Arora. b) Joint Director stressed on that self shoot Lab recorded video should be there.	**Para 5(b):** **HoDs to verify**
6.	**Students Registration – report of non-registered students**	a) HoDs shared the registration report of their department. Reported about the fee related issues submitted by students.	
	Director concluded the meeting with one point **i.e** Student's registration should be done on priority basis.		

Dean Academics

Distributed to: All Concerns.

KIET GROUP OF INSTITUTIONS, GHAZIABAD

Department of Electronics & Instrumentation Engineering

Compliance Report of MoM, IQAC Meeting 22nd Aug. 2020

S. No.	Agenda	Point of Discussion	Action by	Action taken
1	**Opening Remark**	In terms of Rationalization of duties this must be designed and allotted by dept HoD & Addl HoD The main idea is to create balance among all the faculty members which enable them to perform effortlessly	**HoD (CSE) to brief all dept. HoDs**	Rationalization of duties revised as per the guidelines by HoD CSE
2	**Internal examination proposal through MOODLE and SPDC 2020 Training Program**	a) Dean (A) shared the information about the regular assessment of the students are doing through quizzes conducted during the lecture by subject teacher These quizzes are not only used for the student s attendance but also hold the weightage in internal marks b) Dean (A) suggested to all HoDs to share that information with their faculty members so that they also can convey the information about quizzes to their students	**Para 4(b): All HoDs to implement**	Implemented
3	**Updated Lab video Virtual Lab**	a) Updated Lab plans of the departments presented by Dr Sangeeta Arora b) Joint Director stressed on that self-shoot Lab recorded video should be there	**HoDs to verify**	There are self-shoot videos planned in all labs except one lab which completely software based Lab plan summary attached

Dr Sumita Ray Chaudhuri
HoD, EII

Minutes of IQAC Meeting held on 21st July 2020 and again continued on 28th July 2020 at 10:30 AM through virtual platform

Chair: Dr. (Col) A Garg.

Participants: Dr. Manoj Goel (Joint Director), Dr. Anil K. Ahlawat (Dean Academics), Department HoDs, Dean (SW), Dean (IEC)

S.No.	Agenda	Points of Discussion / Decision taken	Action by
1.	**Opening Remark**	Director started the meeting with a congratulatory note to all the parents for their children to score excellent marks in their 10th and 12th standard. It creates positivity in professional and personal life if children do well. Following were shared by Director a) Two patents by 2 faculty members from EI dept. b) Ten students of KIET will be felicitated on the occasion of **"AKTU Sthapna Diwas"** on 26th July 2020 c) Three Office orders issued from the office of Director i.e **NIRF Committee 2021, GPAT Club Policy and UBA Policy** respectively d) Eleven admissions confirmed successfully for ADAM even during this pandemic situation. ***Appreciated!!!*** e) MOU with two CSIT Labs (ITRC Lucknow & NPL Delhi) is under process. **Efforts by Dean R&D and Dean (IEC) were appreciated** f) Academy of CSIR – Ghaziabad proposed to register KIET faculty members. Will be notified shortly **g) The National level event by ASSOCHAM** attended by KIET HoDs/Faculty members brought clear visibility. The perception of KIET Group of Institution will be improved definitely if these kinds of efforts continue. Efforts by **Manager (IA) were appreciated.** h) Director appreciated the efforts put by faculty members in making quality videos i) As per the ACM of University, there will be no examination for 1st, 2nd and 3rd year students and will be promoted accordingly to their previous semester marks. For final year students, offline examination will take place as per the guidelines issued by AICTE – MHRD. The Examination Centre will be the student's own institutions. Objective type question paper would be given and three exams in one day would be conducted. j) The AKTU issued the letter to start the classes of new session (Odd – 2020-21) from 4th August 2020. k) Director recommended to all HoDs to design their own rationalization of duties plan three times in a year. (Twice at the beginning of each semester and one more time for the vacations). l) Joint Director appreciated to all the HoDs and faculty members to complete marks uploading task	**Para 1(a) to 1(l) :** **All HoDs to note**

		on AKTU timely.	
2.	**Academic Policy (Odd Semester 2020-21)**	Dean Academics presented the draft of **Academic Policy** for **Odd Sem 2020-21** after including valuable suggestion from all the HoDs. a) The date of online registration for existing students was freezed on **1st August 2020 &2nd August 2020 (Sunday).** b) All HoDs submitted their views w.r.t Online Registration Process. c) All HoDs submitted that the proposed format of Time-table (8 lec. /day) should be followed. d) HoD(CSE) proposed to classify the faculty members as per the availability of infrastructure to take online classes at their home. So, they may call to the Institute to cover the online lectures. **Also suggested that an observer team may be created for online classes.** e) Dean (IEC) suggested that the mapping of infrastructure and location of the faculty members should be there. f) All HoDs submitted the agreement to call faculty members in college on rotational basis. g) All HoDs were agreed to notify all the faculty members that they may be called any time in the institution. h) Director recommended accessing the e-resources available in the college Library for the students. Also, the links of the freely available books should be provided to the students i) HOD (IT) suggested that the number of assignments should be less and the number of questions in the assignments should be more than proposed number by Dean (A) to retain the quality of assignments.	**Para 2(d) 7(e):** **All HoDs to examine** **Para 2(h):** **Dean(ITS) to Examine & Dean (A) to mention the point in academic guidelines** **Para 2(i):** **Dean (A) to examine**
3.	**Lab Planning for Odd Semester 2020-21**	The compiled lab plan has been presented by **Dr. Sangeeta Arora** for all Engineering branches, Pharmacy and Computer Application. a) Director suggested recording self-shoot Lab video before the beginning of the classes to show to the students in the first week of the semester. b) Dean (A) reported that the Syllabus of 5th Semester (EIE) branch is not issued yet by the university. Already notified to university. HoD (EIE) reported that only evaluation scheme is received which also would be revised.	**Para 3(a):** **All HoDs to implement** **Dr. Sangeeta Arora to share the link of Virtual Lab to all HoDs**
4.	**Soft Skills/Additional Skills**	a) It was recommended to put the attendance criteria 60% for soft skills classes as well. b) It was recommended by Director that there will be the same slot of 2 hours for additional skills and	**Para 4(a) & 4(b):** **All HoDs to note**

[illegible]	Para 4(d)
[illegible]	All Halls to examine to implement the Moodle proposed by additional skills team

Director concluded the meeting by sharing two points as:

- [illegible] additional skills minor specialization is going to be plan by any department must be aligned to some specialization.
- [illegible] must explain each point of Academic Policy to the students through presentation. So there should be no room for any confusion. Should be communicated in a structured manner.

Dean Accountability

Distributed to: All concerns

Minutes of IQAC Members meeting held on 27 January'18 at 01:30 p.m in the meeting hall (Director Office)

Participants: Coordinator IQAC and IQAC Representatives (All Dept.) **Chair: Dr. Anil K. Ahlawat**

Absent: GM (TBI), Mr. Neeraj Singhal, Mr. S.K Sinha

S.No	Agenda	Discussion/Decision Taken
1.	**17 by 17 Action Plan**	▪ Dean (A) stressed to prepare 17 by 17 action plan report as per AICTE notice. ▪ Dean (A) briefed to all concerned HoDs to ensure that necessary actions are initiated. ▪ Submit the report of compliance to Office of Dean (A).
2.	**NPTEL Meeting**	Director briefed all present members regarding NPTEL registration of NCER, NUE-081 course (online exam) for B.Tech final year students. As per the notification, it is to be ensuring at department level that all students of final year get registered themselves for this online course.
3.	**Amplification of IQAC Audit**	▪ Dean (A) proposed to expand IQAC audit by visiting Administration and supporting Departments. ▪ Director stressed on every Admin & Supporting department to contribute for improving file and document handling.
4.	**Action Plan**	Director briefed members for Action plan for auditing Admin and other supporting departments as follows: ▪ Verification of all the files/documents handled by the respective departments. ▪ Assistant of Dean (A) will verify and compile the IQAC visit reports received from IQAC coordinator. ▪ Dean (A) will generate feedback on reports and forward to the Director for recommendations. ▪ Recommendations will communicate by office of Dean (A) for implement to respective departments.

Dr. Anil K. Ahlawat

Distribution: All Concerned

Minutes of IQAC Members meeting held on 22 March'18 at 01:30 p.m in the meeting hall (Director Office)

Chair: Dr. (Col) A Garg

Participants: Dr.Anil K. Ahlawat (Coordinator IQAC) and IQAC Representatives (All Dept.)

S.No	Agenda	Discussion/Decision Taken
1.	**Departmental Road Map**	Director emphasized that every department should make a structure and prepares short, medium and long term targets for improvements to take their department to next level. Director suggest as follows: ▪ HoDs to submit their targets/Road map by 31st May'18 to Office of Dean(A) ▪ The department final presentation will be held at Director Office.
2.	**Summer Internship (Overseas) & Language Courses**	It is proposed to run International language courses with normal classes schedule or in evening hours and facilitate students for abroad summer internship. ▪ Dr. Preeti Chitkara (Coordinator CGC) is nominated to facilitate advice to students regarding abroad summer internship. ▪ Dr. Preeti also to examine centers who can deliver language courses.
3.	**Additional Skill Set**	Director suggested that comprehensive skill set is required for students. ▪ Respective departments to identify additional skill set in syllabus and implementation guidelines for forthcoming semester. ▪ Dean (A) to verify and fix a code for additional skill identify by respective departments branch wise.
4.	**Implementation of Soft Skill Training Program**	▪ It has been agreed on to organize Verbal Aptitude + English Communication + Soft skill classes parallel for B.Tech students. ▪ Separate program is designed for MCA, MBA & Pharmacy. ▪ Attendance weightage will be given.

Director

23 MAR 2018

Distribution: All Concerned

Chair: Dr. (Col) A Garg

Participants: Dr.Anil K. Ahlawat (Coordinator IQAC) and IQAC Representatives (All Dept.)

S.No	Agenda	Discussion/Decision Taken
1.	**Additional Skill Set**	Director suggested that comprehensive skill set is required for students. ▪ Respective departments to identify additional skill set in syllabus and implementation guidelines for forthcoming semester. ▪ Dean (A) to verify and fix a code for additional skill identify by respective departments branch wise.
2.	**Implementation of Soft Skill Training Program**	▪ It has been agreed on to organize Verbal Aptitude + English Communication + Soft skill classes parallel for B.Tech students. ▪ Separate program is designed for MCA, MBA & Pharmacy. ▪ Attendance weightage will be given.

Director

for

Distribution: All Concerned

Minutes of IQAC member's meeting held on 13th October'18 at 2:00 pm in the office of Dean Academics

Chair : Dr. Anil K.Ahlawat (Dean Academics)

Participants: IQAC Representatives from all departments

S.No	Agenda	Discussion/Decision Taken
1.	**Workshop**	• Human value workshop (Level 1) going to be held at campus (6-13 Jan'19). • HoDs, to motivate their faculty to register for maximum participation.
2.	**Additional Skills**	• Collect the outcome of additional skills subjects at department level. • Hire external agency, if needed to get our students trained on industry readiness skills.
3.	**Road Map Progress**	• Be regular in sending the progress report on 1st of every month as notifies via letter containing the approved road map.
4.	**Cambridge English feedback**	• HoD MCA to fix the exam slot. All students/all branches should appear for the test/Share feedback.
5.	**NITTTR Chandigarh**	• Two training programs for faculty members by NITTTR resource person at our campus is confirmed/planned in May'19.

Anil K. Ahlawat
(Dean Academics)

Minutes of IQAC members meeting held on 11th February'19 at 01:00 p.m in the Office of Dean Academics

Chair: Dr. Anil K. Ahlawat (Dean Academics)

Participants: Coordinator IQAC and IQAC Representatives (from All Dept.)

Main Agenda: Quality Improvement in Academics

S.No	Agenda	Discussion/Decision Taken
1.	**Proformas of IQAC visit**	• Discussion has been held on the performas that have been send to all IQAC members to examine the departments accordingly. • Following components of IQAC visit have been discussed in the meeting to examine the departments: ➢ Course file. ➢ Lesson Plan – Theory Subject ➢ Lesson Plan – Lab Subject ➢ Assignment Sheet ➢ E-Mentor Card ➢ Practical File ➢ Project Allocation and Evaluation ➢ Stock Register.
2.	**Action Plan**	IQAC Coordinator has discussed with all IQAC members regarding Assignment, Project, Seminar, lab Attainment in NBA Manual. • All members have been agreed to follow the same method (CO-wise) for calculation of attainment level of above four components as these components have been implemented in NBA manual for Theory subject. • It is decided that the Gap analysis will be calculated for particular subject on the basis of performance in previous semester.

13/02/2019

Dr. Anil K. Ahlawat
(Dean Academics)

Distribution: All Concerned

Minutes of IQAC member's meeting held on 19th August'19 at 12:3o p.m at Dean Office

Chair: Dr. Anil K.Ahlawat (Dean Academics, IQAC Coordinator)

Participants: All HoDs, IQAC Representatives from all departments, Chief Proctor, Chief Rector

S.No	Agenda	Discussion/Decision Taken
1.	**IQAC Visit**	• IQAC coordinator & OBE coordinator will visit at the same day. • Some files are not available in the department during last IQAC visit. • HoDs should ensure the availability of files & documents at one place before the visit.
2.	**NBA Report**	• Survey form should be added in software at KIET portal. • Target may be defined as average of 3 years of result.
3.	**Feedback**	• Feedback can be taken two times & average will be considered on the mobile app.
4.	**ERP**	• Mobile app/Kaksha app is not working properly. • Attendance should be seen by parents through ERP portal. • SMS should be sending to all absentees. • Comment section/ Remarks may be added in the lesson plan. • Lab Assignment/ Tutorial Assignment should be given trough ERP portal
5.	**Placement**	• Core company placement should be increased.
6.	**General issue**	• All academics administrative professor should take AKTU prescribed syllabus. • Tutorial/ Assignment/ queries to be verified before CTs. • Chief Proctor rose that students are coming late in 1st lecture about 20 minutes in the class. So he requested to all HoDs to resolve this issue.

Dr. Anil K. Ahlawat
(Dean Academic)

Minutes of IQAC Meeting held on 23rd June 2020 at 10:30 am through VC -Microsoft Team

Chair: Dr. (Col) A Garg

Participants: Joint Director, Dean Academics, Dept. HoDs, Dean (SW), Dean (IEC), Prof. Yaduvir Singh, Dr. Sangeeta Arora, Prof. Arunesh Chandra.

S. N	Agenda	Points of Discussion / Decision Taken	Action by
1.	**Opening Remark**	a) Director opened the meeting with a **welcome note** and shared about the note received from **MHRD** regarding the end semester examination. We will pursue the internal examination as planned. b) The **date** of uploading the e-content as per the said policy may be extended. c) 100% of subject content will be recorded and 100 % of lecture notes have to be uploaded. For other available online content, a minimum of two types of links may be selected for uploading for instance: **NPTEL link and E-Pathshala link**.	**Para 1(a) to 1(c):** **All HoDs to note**
2.	**Virtual Lab/Student's Club**	a) The presentation of **the Virtual lab** presented by **Dr. Sangeeta Arora.** b) In the coming six months, the simulation part is a challenge but static pages may be prepared. But as per the discussion with IIT Delhi and other IIT colleges, the simulation part is outsourced. c) Some experiments on the machine may be recorded in the core engineering branch until the simulation part is not ready. Afterwards, that video can be augmented with simulation.	**Dr. Sangeeta Arora to share**
3.	**GPAT Club**	a) The presentation on **GPAT Club** presented by **Principal (KSOP)** b) HoDs submitted their suggestions.	**Principal (KSOP) to share**
4.	**GATE/CAT Club**	a) The presentation on **GATE/CAT Club** presented by **Prof. Arunesh Chandra.** b) HoDs submitted their suggestions.	**Prof. Arunesh Chandra to share**
5.	**NBA Manual/ Suggestions**	a) The presentation on **NBA Manual** presented by **Prof. Yaduvir Singh.** b) The NBA manual will be addressed as OBE Manual from today onwards and the feasible suggestions will be incorporated in the Booklet. c) For **COs, Bloom's Taxonomy learning skills** will be referred to.	**Para 5(b):** **HoDs to note** **Para 5(c):** **HoDs to implement**
6.	**Course files structure on Moodle**	a) Dean (ITS) explained the structure of the course file on Moodle. b) Director suggested its presentation in the next meeting.	

Dean Academics

Distributed to: All Concerns.

Minutes of IQAC Meeting held on 7th May'20 at 3:30 pm through VC -Microsoft Team

Participants: Joint Director, Dean (A), HoDs, Head-CRPC, Assoc. Head-IIPC, Registrar
Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	**Opening Remarks & few Updates**	▪ Director opened the meeting with a welcome note and wished everyone good luck on the auspicious occasion of **Budh Poornima & 159th birth anniversary of *great poet Rabindranath Tagore*.** ▪ He complimented Deans, HoDs, functional heads and their team for good job being done in their respective work areas during corona lock down period including well conduct of MCQ based online exam (PUE-1). ▪ Director shared about one of our EN faculty got the chance to record her lecture (4 hrs) on **Swayma Prabha National Channel** through AKTU. ***Congratulations!!*** ▪ **AKTU- Weekly Ideathon Challenge-** Two students (EC & CSE) were felicitated /got e-certificates for their participation @AKTU on **7th May 2020.** ▪ University notification w.r.t. sharing of innovative products developed during the lockdown for display @ University website. Dean -IEC to compile the same in coordination with HoDs. Details to be submitted by **9th May**. ▪ Regular updation on Institute website is extremely important. All stakeholders to take a note of this. We should not loose sight of important things.	**Dean-IEC/ HoDs** **All Stake holders**
2	**Rationalization Duties**	▪ The said policy doc. is in process. We shall share soon for your inputs/suggestions to finalize/implement it.	**OOD**
3	**Research Guidance Policy**	▪ The said policy doc. shall also be shared for inviting inputs/comments.	**Dean R & D**
4	**Faculty Work Load**	▪ HoDs to ensure equitable distribution of work load @ dept. level. Each one of us should contribute equally. Any reported negligence/casual approach towards assigned work/ academic delivery shall call for strict disciplinary action. ▪ Director stressed that HoDs should develop more Leaders within department if they really want to widen their work horizon and to accomplish the set targets within the timeline.	**HoDs**
5	**Post COVID working guidelines**	▪ Dean-SW presented the proposed guidelines and invited suggestions. ▪ Dean SW to collate the suggestions as received and put up again the revised doc for perusal.	**Dean SW**
6	**Internship Status- Update**	▪ Head CRPC shared the Internship update as on date. Director complimented Head CRPC & team IIPC for their sincere efforts in settling the desired number of students **(3000+) internship** during Corona period. ▪ HoDs - if they wish to modify the allotted offers, they can do so within the purview of designed policy doc under intimation to team IIPC for record purpose.	**HoDs** **ADA (SD)** **HoD HS** **HoD IT**
7	**Budget 2020-21**	▪ HoDs to review the utilization status of last year allotted budget	**Dean A**

		and put up the final summary viz. ***allotted and utilized***. If the budget is underutilized, the same may be adjusted in this year. Only curriculum activities shall be considered while preparing budget this year. HoDs to note.	**HoDs**
8	**Student Club proposal**	▪ Two proposals for creating student club @ **Institute level - Virtual Lab & GATE** Club has been received. Based on the discussion, it was proposed that club activities totally driven by students under the supervision & guidance of Sr. Professors. Dean SW to note. ▪ **Developing KIET Virtual Lab** - We can connect with IIT Hyderabad for related guidance. Dean (A) to note /discuss separately with Director how to go about it.	**Dean SW** **Dean A**
9	**Computer Skills from first year onwards**	▪ A policy draft on **'Computer & programming Skills Policy' from first year onwards** is in process. We shall float it soon for your comments.	**HoD CSE**
10	**Re-Organization of IRCDC**	▪ The importance of industrial consultancy was re-emphasized. All of us should work towards getting good consultancy projects. HoDs to note. ▪ Director briefed about the proposed model of **IRCDC** to which members ***agreed in principle***. The related update shall follow.	**HoDs** **OOD**
11	**Dept. Road Map & NAAC Action-PPT**	▪ HoDs to submit their preferred dates to undersigned for finalizing the presentation slot & further issue (**proposed PPT from 14th May'20 onwards**). We need to close the same.	**HoDs** **Dean (A)**
12	**Exam Form Filling status**	▪ Registrar shared the number of students branch wise who have not filled the exam form. HoDs to ensure at dept. level that every student fills the form before due date.	**HoDs**
13	**ISO Audit (Online)**	▪ Registrar to brief Director the modalities for carrying out on- line ISO Audit.	**Registrar**

The meeting concluded at 5:30 pm.

Dr. Anil K. Ahlawat
Dean (Academics) &Coordinator IQAC

Distribution: All concerned

Minutes of IQAC Meeting held on 11th Apr'20 at 12 noon through VC -Microsoft Connect

Participants: Joint Director, Dean (A), HoDs, Head-CRPC, Addl .& Assoc. Head-IIPC, Manager-ITSS
Chair: Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	**Opening Remarks**	▪ Director opened the meeting with a *welcome note* and enquired about the well-being of all members & their family. He reiterated that we must follow the Govt./State advisories being promulgated from time to time to fight COVID 19 and take good care of ourselves, family members & people in our surroundings as a responsible citizen. ▪ Director acknowledged the efforts of HoDs & faculty members for putting their diligent efforts in conducting the CTs online and smooth conduct of online classes on virtual platform. ▪ Director also shared about his interaction with department faculty members (last week) being well accepted by them. They really feel connected & motivated.	
2	**Updates-Meeting with Hon'ble VC,AKTU (11 Apr'20)**	▪ Director briefed about the discussion on important *academic points* held with Hon'ble Vice Chancellor, AKTU wherein approx. Directors of 40+ colleges had connected through VC as follows: - i. Current semester - possibilities for conducting internals, end semester exam, internships, project, placement issues etc. ii. Ensuring availability of e-resources & its effectiveness. iii. Products offered by Coursera, Turnitin & World Assessment Council. ***The above points were deliberated upon in details and the following decisions have been taken.*** ➢ HoDs to submit individual proposal w.r.t. **revised Academic Policy for the current balance semester** and share with Dean (A) for review & further process. Dean (A) also read out the components pertaining to Academic policy. Dean (A) to circulate the template for compilation of individual comments as asked above. HoD IT to facilitate in designing of the format as discussed. HoDs to submit their proposals to Dean (A) by **14th Apr'20**. ➢ Head- CRPC & Addl Head-IIPC to submit the Internship report (online offers) and the plan ahead. Revised Internship policy in prevailing context be drafted accordingly/ put up for review. ➢ A demo by World Assessment Council (WAC) on 'Conduct of Virtual exam' is fixed on Monday,13 Apr @ 1 pm. Dean (A), HoD IT, COE, Dean R & D, Manager-ITSS to participate to understand more about the product.	Dean A HoDs Head-CRPC & Addl. Head-IIPC Manager-ITSS
3	**TCS Codevita Registration status**	▪ A good jump has been observed in the registration numbers (III yr) as updated by Head-CRPC. He thanked HoDs for the extended support. ▪ Director complimented Head CRPC for the inspiring note he has issued to the students **'Knock down the Lockdown'** wherein he has well tried to address the student's future concerns in this unprecedented situation. This kind of practice must continue. Communication is the only key in this prevailing environment to remain connected with the students and to address their concerns, if any on regular basis.	

4	**Conduct of On-line classes**	▪ It has been decided to migrate to **Microsoft Team app** for conduct of online classes w.e.f. next week. HoDs to note for necessary action. Manager ITSS to facilitate in its effective implementation in all departments w.e.f. **15th Apr'20**.. ▪ Manager ITSS to conduct a training session for faculty on 'Use of Microsoft team App' on 12th Apr'20.' ▪ Let's organize all official meetings too using this app.	HoDs Manager-ITSS
5	**Research focus**	▪ It is reiterated that lot of efforts have been made by Dean R & D and his team to augment research culture in the Institute, but it has been observed that the output is not as expected. HoDs to focus on boosting *Research* culture too. The next 06 months are very crucial for us. We need to **strengthen our Research profile** and strive for getting next best ranking in NAAC, NIRF, NBA, ARIIA, IIC, QS, AICTE- CII survey etc. We should not lose focus. Challenges, if any must be discussed by HoDs. ▪ Further, Deans/HoDs are free to share any unique practice w.r.t academic or research delivery being followed or noticed somewhere so that it can be examined and implemented @ KIET, if feasible.	Deans HoDs
6	**On line Free Courses on offer**	▪ Dr. Vipin Kumar, ADA (SD) briefed about online free courses on offer *viz.* Coursera, AICTE-NEAT, Harvard University, Microsoft Academy, ATAL -FDP, NDL, NMEICT, CISCO, Khan Academy, TCSion etc. Dr. Vipin to share the details/presentation copy with all HoDs for perusal. Director complimented Dr. Vipin for well compiled information. ▪ HoDs to explore further the offerings of online free courses - how & where we can utilize them so that maximum students/ faculty get benefitted. HoD MBA & Principal-KSOP to also explore. ▪ Offer from TCSion to design specific course based on requirement as shared by Joint Director. HoDs can send their specific course requirement to HoD HS. HoD HS to note/ we can connect accordingly. ▪ HoD IT also shared about SAP offering free online course for 50 students. HoD IT to share the details with HoDs for inviting student nomination. Let us avail this opportunity & enroll our students.	HoDs ADA (SD) HoD HS HoD IT
7	**CT-2 report**	▪ Dr. Sumita, COE presented the CT-2 report *viz.* absentees & evaluation progress etc. It has been reported that students are using unfair means to score good marks which is a matter of concern. ▪ A brainstorming session on '**How to make online test more effective**' was carried out / suggestions received. ▪ Director shared about products offered by agencies Mettl, WAC & Proctor U to address such issues. Let us understand these products and take an informed decision. COE/ HoD IT to note.	Dean A HoD IT COE
8	**Time Table for next week & Attendance recording**	▪ It has been decided to follow the regular time table and cover the syllabus. No classes need to be conducted on Sunday. Assignments should be given to students/ assessed properly. ▪ Guidelines for students regarding attendance needs to be issued. Dean (A)/ HoDs to note for necessary action. Student's Attendance record (online classes) should be properly maintained by every dept.	Dean A HoDs
9	**ERP Modules**	▪ Dean A to coordinate with Manager-ITSS on important ERP modules.	Dean A Manager-

10	CRs meeting & Upper Subdivision	• [illegible]	[illegible]
		• [illegible]	[illegible]
11	Constant Call report	• [illegible]	[illegible]

The meeting concluded at [illegible]

[illegible]
Dean Academics & IQAC Coordinator

Distribution: All concerned

Chair: Dr. (Col) A Garg

Participants: Dr. Manoj Goel (Joint Director), Dr.Anil K. Ahlawat (Coordinator IQAC & Dean Academics), All IQAC Representatives (All Dept.) & Department HoDs.
Absent: Registrar

S.No	Agenda	Points of Discussion	Decision/ Action Taken
1.	**Upcoming Visit of NAAC**	The meeting started with the birthday wishes to the Director from the entire members present in the meeting. Director welcomed the wishes and thanked to all the members. **a)** Director outlined the upcoming visit of NAAC and described some points about the last visit. **b)** Director emphasized to achieve A++ grade this time and encouraged to all the members to do the preparation and give their best. **c)** Some of the significant points have been discussed viz. • What we required actually to achieve A++ grade. • Read thoroughly the updated SAR which has been already shared by Dean (A). • Make your own checklist related to NAAC. • Resolve all the deficiencies which were raised in last visit. **d)** 15th April 2020 has been locked for the first stage preparation of NAAC for all the departments. The Invitation for the internal visit will be sent to Director by the departments from 5th April'20 **e)** The gaps/observations of last NAAC visit were shared by Dean (A) which required to be completed before next visit. **1)** Teacher's Quality – 20% with Ph.D Degree. **2)** Improvement of Research Culture of the institution. **3)** Externally funded Research project. **4)** Industry collaboration for research. **5)** Lack of Research Labs. **6)** Extension Activities through NSS and NCC. **7)** Formal Alumni Cell **8)** Integrated ERP system **9)** Student's feedback system needs to be integrated with IQAC.	**Para 1(a) to 1(g):** Dept. HoDs **Para1(e)-2,3,4,5:** Dean (R&D) **Para1(e)- 1:** Head (HR) **Para1(e)- 6:** Dean (SW) Associate Head- (IIPC) **Para1(e)- 7:** Head – (AEC) **Para1(e)- 8,9:** Manager – IT Operations **Para1(e)- 10:** Admin Officer associate with Registrar in the coordination of Dean (IEC)

		10) Quality Initiative – ISO certification for environment and energy. **g)** Director instructed to publish one paper in a year by faculty members. Also suggested to utilize the time and going for national or International internships.	**Para1(g):** Dean (R&D)
2.	**Feedback of IQAC academic audit report during CT-1**	**a)** Prof. Yaduvir Singh has readout some issues of the department which have been reported by IQAC members during the visit. **b)** It was instructed by the Director to remove all the deficiencies timely and all the backlogs have to be clear. **c)** Joint Director also pointed to do work from the ground level to claim the good marks in NAAC visit. Also emphasized to keep it in routine. Student's related issues have to be resolved timely.	**Para 2(b) to 2(c):** Dept. HoDs
3.	**Library usage and Librarian carry details**	**a)** E-resources have to be activated for faculty members and students. **b)** It was reported by Librarian that, around 70% of activation of e-resources has been done for the students and it is under process for faculty members. **c)** The percentage of the usage of the library by faculty members and students was also shared by Librarian. **d)** Director pointed for maintaining the proper record of the usage for faculty members as well as for students.	**Para 3(d):** Librarian
4.	**Quality Audit – Environment & Energy**	**a)** A quality audit for Environment & Energy was proposed by Dean (IEC) and suggested that it would be beneficial for NAAC visit.	**Para 4(a):** Admin Officer associate with Registrar in the coordination of Dean (IEC)
5.	**COVID – 19 Guidelines**	**a)** Director was described the Advisory for CORONA virus issued from the Government. **b)** Director instructed to follow the guidelines properly. Keeping personal hygiene is very important and no need to panic. **c)** It was directed to close the institute until 31st March'20 for students and to follow the advisory issued by HR for faculty and staff. **d)** Joint Director stressed to not to allow any visitor in the campus and all the transportation, Canteen and Hostels should be sanitized. **e)** A format of Institutions timings for Day	**Para 5(a) to 5(e):** All Participants of the meeting & Manager (IA)

		scholars and timings of self-study hall was shared by Dean (SW). **f)** It was instructed by Joint Director to make a provision of the permission for day scholar for visiting in the campus after 7:00 PM. **g)** HoD(IT) proposed to provide the visitor's card to day scholar for visiting the campus after 07:00 PM.	**Para 5(g):** Dean (SW)
6.	**Student Attendance Report**	**a)** Dept. HoDs have readout the reports of student's attendance as per pre-prescribed format provided by Dean (A). **b)** It was directed by Director & Joint Director to fix the criteria of the attendance viz. the students having the attendance less than 60% in core subjects and 75% in overall subject may be detained. **c)** Joint Director suggested to decrease the weightage of soft skill attendance.	**Para 6(b):** Dept. HoDs
7.	**Action Taken Report – Weak students**	**a)** Director pointed to send the student's performance report to their parents. **b)** HoDs (IT) reported that student's performance has been shared with their parents through letters and telephone. Director suggested to all to follow the same. **c)** HoDs reported that doubt clearing session is not going worth. Large numbers of students are going dilute. **d)** Joint Director emphasized to take necessary actions against the students who are not responding to their studies seriously.	**Para 7(a) to 7(d):** Dept. HoDs
8.	**Project Implementation Report**	**a)** A report for student's project was presented by Dean (A) which has been already circulated among faculty members for their suggestions. **b)** The draft of project implementation report presented by Dean (A) was appreciated by all the members.	**A booklet will be provided to faculty supervisor from next semester.**

Dr. Anil K. Ahlawat
(Coordinator IQAC)
KIET Group of Institutions

Distribution: All Concerned