



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

((An ISO – 9001: 2015 Certified & NAAC 'A+' - Cycle 2)



Action Taken Report January 2023 to June 2023

The point-wise progress updates/ action taken is stated below:

Date	Agenda Point/ Suggestion	Action Taken
25 th March 2023	Organization of Book Exhibition & New initiatives	<ul style="list-style-type: none">• The book exhibition was organized on 28th April 2023 to provide learners with updates on books on the Latest and Emerging areas. The Book Exhibition shall be a platform to assist the faculty, staff, research scholars, and students in getting books of their interest. The students and faculty members both benefitted and also more titles were increased.• A Radio Frequency Identification (RFID) facility was established for the self-circulation.• Reading section timings are open till 02:00 A.M. for all days.
26 th April 2023	Ensuring the quality of Question Papers and Assessments & Role of the Moderation Committee	<ul style="list-style-type: none">• To improve the process, a policy is issued to design the question papers at the beginning of the semester.• A centralized moderation committee is formed to improve the quality of question papers.
26 th April 2023	Review of current Academic Audit Format	<ul style="list-style-type: none">• All suggestions given by house members were incorporated into the Audit formats w.e.f. from Session 2023-24.
27 th June 2023	Motivating the students to complete the Internship	<ul style="list-style-type: none">• An orientation session will be organised for the students of 1st, 2nd & 3rd year before starting the internships.• The schedule of the same will be mentioned in the Kiet Internship policy in consultation with the respective HoDs.• Spreading awareness among the students through the SIC (Student Internship Coordinators).


Dr. Anil K. Ahlawat
(IQAC Coordinator)



Action Taken Report
July 2022 to Dec 2022

The point-wise progress updates/ action taken is stated below:

Date	Agenda Point/ Suggestion	Action Taken
29 th July 2022	Scope of Improvement in Research Grants	<ul style="list-style-type: none">• Two Professors of Practice were recruited to scrutinize project proposals i.e., Dr. Rajiv Tayal (Retired from DST) and Dr. Vikas Kumar (Retired from DRDO). All proposals were presented before the application.• To Develop Research Environment in the academic session 2022-23, few Professors/Associate Professors re-designated as Associate/Assistant Heads of Departmental Research Cell (DRC), and these Associate/ Assistant Heads Departmental Research Cell (DRC) are responsible for consultancy, Funded projects, writing research papers in SCI Journals, and ensuring the involvement of students in various research group. The research group is comprised of students and faculty members and these groups are headed by the Associate/Assistant Heads Departmental Research Cell (DRC) of respective departments.• A Policy for Research Projects/ Grants Advisors (External Members) with Roles/ Responsibilities for Successful Outcomes has been framed to upgrade the level of grants applied.• Two days workshop on writing R&D Proposals was organized on 2nd -3rd Feb'23.• An expert talk on R&D Project Proposal Writing was held on 15th March'23.• An interaction Session on R&D Project proposal writing and funding Opportunities on 20th April'23• A Guidance Session was conducted on R&D Project Proposal Writing and Funding Opportunities was organized on 4th May'23
	Planning of wi-fi campus	<ul style="list-style-type: none">• The entire campus is Wi-Fi enabled since September 2022 having bandwidth of 1800 MBPS.
3 rd Aug 2022	Revision of No Dues Form (Employee)	<ul style="list-style-type: none">• The no dues form was revised w.e.f. from Oct 13 2022 with following updations:<ul style="list-style-type: none">i. Submission of tabletii. Investment Proofiii. No Dues from Registrar Office



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

((An ISO – 9001: 2015 Certified & NAAC 'A+' - Cycle 2)



10 th Nov 2022	It is asked by Dean (A) that librarians be more attentive in communicating to students and departments for the usage of the book bank facility and increase footfall in the Knowledge resource centre	<ul style="list-style-type: none">• The book bank issue schedule has been sent to students and departments to increase the usage of the book bank facility.
28 th Dec 2022	Effective Implementation of Grievance Redressal Cell	<ul style="list-style-type: none">• For effective implementation, All cases are now discussed with the Faculty and respective HoDs.• The Faculty Members are counseled by the Head HR and Joint Director of the Institute. After the satisfactory action case will be closed.

Dr. Anil K. Ahlawat
(IQAC Coordinator)