



KIET Group of Institutions, Delhi-NCR, Ghaziabad

(An ISO-9001:2015 Certified & 'A+' Grade accredited Institution by NAAC)



Summary-IQAC Meetings

| S.No. | Academic Year | IQAC Meeting Date | Mode(Offline/V irtual) |
|-------|---------------|-------------------|------------------------|
| 1 | 2022-23 | 27-June-2023 | Offline |
| 2 | | 26-Apr-2023 | Offline |
| 3 | | 25-Mar-2023 | Offline |
| 4 | | 24-Jan-2023 | Offline |
| 5 | | 28-Dec-2022 | Offline |
| 6 | | 10-Nov-2022 | Offline |
| 7 | | 17-Oct-2022 | Offline |
| 8 | | 03-Aug-2022 | Offline |
| 9 | | 29-July-2022 | Offline |



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

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



Minutes of IQAC Meeting held on 27th June 2023 at 11:00 AM onwards.

Chair: Dean Academics & IQAC Coordinator

Participants (Present): Dr. Ashu Mittal, Dr. Ajay Agarwal, Dr. Sonia Gouri, Dr. Ruchita Gautam, Dr. Arvind Sharma, Dr. Atul Kant Piyooosh, Dr. Ritu Gupta, Dr. Gaurav Agrawal, Dr. Ranchoy Bhateja, Ms. Reeta Singhal, Mr. R N Panda, Dr. Rupesh Chalisgaonkar, Mr. Siddharth Jain, Dr. Yaduvir Signh, Dr. Neelam Sharma, Dr Sachin Kumar Mr. Amit Goel, Ms. Punjika Rathi, Dr. Swati Sharma, Dr. Rochak Bajpai, Dr Varun Suryavanshi, Dr Ajay Singh Verma, Dr. Sapna Juneja

Participants (Not Present): Dr. Vibhav Kumar Sachan, Dr. Satish Kumar, Mr. Arvind Sharma, Mr. Arun Agarawal, Mr. Anup Shrivastava, Mr. Saurav Kumar, Mr. Rishi Malhotra, Honorary Captain K. P. Singh

Quality Agenda:

- Quality Improvement in Academics through Internship & Industry Partnership Cell (IIPC)
- Filing of Annual Quality Assurance Report (AQAR)

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--|--|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the present members and stated that each member of IQAC is equally responsible to work on the enhancement of the system and that agenda point no.2 is specially kept today to fill the AQAR on time. • He further invited the IQAC Co-coordinator to give the updates implemented on the Academic Audit format discussed in the last meeting held on 26th April'2023. • It is informed that all the suggestions given by the worthy members have been deliberated and the Academic Audit visit 2 formats have been revised. |
| 2. | Filing of Annual Quality Assurance Report (AQAR) | <ul style="list-style-type: none"> • Dean A discussed with all departmental NAAC coordinators that AQAR 2022-23 has already started. It is the responsibility of the individual department to send the data after verification. In the case of summer break, inform Dean A office and assign the responsibility to another faculty member. |
| 3. | Quality Improvement in Academics through Internship & Industry Partnership Cell (IIPC) | <ul style="list-style-type: none"> • Dean A told that the Internship is important in this scenario for the students. Some initiatives must be taken toward the current scenario. For the same, he invited Dr Varun Suryavanshi (Addl Head, IIPC) and Dr. Ajay Singh Verma (Assoc Head, IIPC). • Dr Varun Suryavanshi discussed the structure of IIPC is divided into 2 sections i.e., Internship and Industry Partnership. Under both sections, departmental coordinators are assigned for the smooth conduction of responsibility. • Internship may be done online or offline mode. Each year criteria for the Internship are designed. This is well communicated to students also. • All relevant offices i.e., SDFS, R&D, etc. offer internships to students. IIPC also follows a rigorous monitoring and evaluation mechanism. • Suggestions are also invited from the house for improvement. Dr. Ajay Agarwal said that some students are self-motivated and do multiple internships. Students must be motivated to do internships where they can learn more. • It is also found that students were not completing their internships in a |



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| | | proper way. For that, Dr Ritu Gupta gave a suggestion that Orientation for internship must be done by the department itself. For the same mass, counseling may be done to discuss the consequences of not completing internships |
| 4. | Remedial Class Conduction | <ul style="list-style-type: none">It is discussed that Remedial Classes are only for learning purposes not for attendance. No remedial classes will be scheduled on Sundays or holidays. The suggestion is given by the house that no attendance may be marked for remedial classes or attendance improvement. Students must complete the attendance in regular classes. Students also motivated to prepare their notes themselves to improve the writing habit. |
| 3. | Closing Remarks | Dean (A) closed the meeting with the following points: - <ul style="list-style-type: none">He motivates IQAC members to spread awareness in their respective departments among students and employees.Further he also added that IQAC will also work towards establishment and proper functioning. |

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24 July 23.

Dr. Anil Ahlawat
Dean Academics & IQAC Coordinator

Distribution:

- Director, Joint Director
- All Concerned



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

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well recorded minutes



Minutes of IQAC Meeting held on 26th April 2023 at 03:00 PM onwards.

Chair: Dean Academics & IQAC Coordinator

Participants (Present): Dr. Shailendra Tiwari, Dr. Satish Kumar, Dr. Vibhav Sachan, Dr. Arun K Tripathi, Dr. Vineet Sharma, Dr. Binkey Srivastava, Dr. Komal Mehrotra, Dr. Ritu Gupta, Dr. Rupesh Chalisgaonkar, Dr. Atul Kant Piyooosh, Mr. R N Panda, Dr. Ashu Mittal, Dr. Sapna Juneja, Dr. Ajay Singh Verma, Mr. Saurav Kumar, Mr. Ambrish Gangal, Dr. Manish Bhardwaj, Dr. Sonia Gouri, Dr. Yaduvir Singh, Dr Nitin Saxena, Dr Sanjiv Sharma, Dr. Ranchay Bhateja

Participants (Not Present):

Dr. Arvind Sharma(EN), Dr. Ajay Agarwal, Dr. Ruchita Gautam, Mr. Arvind Sharma (CRPC), Mr. Anup Srivastava, Ms. Reeta Singhal, Mr. Rishi Malhotra, Mr. K P Singh

Quality Agenda:

1. Ensuring the Quality of Question Papers and Assessments - Role of Moderation Committee
2. Review of current Academic Audit Format
3. Allocating the responsibilities of Subject Coordinators - Defining COs, Mapping of CO-POs, Target setting, Question paper setting in advance, Quality Assignments, and quizzes etc.

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--|--|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and stated it is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college. The role of IQAC is maintaining quality standards in teaching, learning, and evaluation becomes crucial, and the present research is therefore undertaken on a smaller scale to determine the exact status and functioning of IQAC and its outcome. • He briefed the agenda points in the forum and appreciated all IQAC team members for active participation in all activities. |
| 2. | Ensuring the Quality of Question Papers and Assessments - Role of Moderation Committee | <ul style="list-style-type: none"> • Dean A informed that it has come to notice that the quality of internal and external question papers is not up to the mark. He emphasized that the faculty members must be sure that the questions should not be repeated, and more logical and conceptual questions must be there in the question paper. He further added that the students must be encouraged to read the textbooks instead of depending on quantum. This can be done only when the faculty members enhance the quality of questions. • In reference to moderation, Dean A communicated that Moderation of question papers is a quality assurance process that ensures appropriate standards. It is very important for all the departmental moderation committee to be very vigilant while moderating the questions paper, the committee should check that the repetition of questions should not occur in addition the language of the questions must be appropriate as per the standards. Dean A asked all the HODs to form a proper internal and external departmental moderation committee if not yet formed and take regular insights of the quality of the question |



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| | | <p>paper from the members of the committee.</p> <ul style="list-style-type: none"> It was also suggested by Dean A to all the HODs that it will be more systematic if faculty members prepare their lesson plan, assignments, CO-PO mapping, course file, and all the question papers at the very start of the semester and submit it to the respective HODs. He added that in this way the pressure of the faculty members will be less, and they will be able to focus on their lectures. |
| <p style="text-align: center;">3.</p> | <p style="text-align: center;">Allocating the responsibilities of Subject Coordinators - Defining COs, Mapping of CO-POs, Target setting, Question paper setting in advance, Quality Assignments and quizzes etc.</p> | <ul style="list-style-type: none"> The responsibilities of subject coordinators in the department were discussed by Dean A. It was started by him that the formation of Cos, Co-PO Mapping as per the rules lies in the responsibility area of subject-coordinators. In addition to the above point, Associate Dean (OBE) along with Assistant Dean (OBE) shall visit all the departments from 8th May'2023. The duration and schedule will be shared soon. During this visit, the Brainstorming sessions for discussion on the structure/formation of COs and CO-PO Mapping. Two departments will be covered per day. The department IQAC/OBE coordinators will present their department content as specified: - <ol style="list-style-type: none"> COs of Theory and lab courses. CO-PO mapping of theory and lab courses. Indirect surveys for PO attainment. Target setting and overall PO attainment. Gap analysis and action <p>COs and CO-PO mapping will be corrected in the scheduled brainstorming session itself for all the courses (Theory/Lab). The department will submit the file for approval to Dean (A) office having the signature of IQAC/OBE coordinator, respective department HoDs, Assoc. Dean (OBE) and Asst. Dean (OBE). Participants in the visit will be IQAC coordinators, OBE coordinators, and Subject coordinators.</p> <ul style="list-style-type: none"> In reference to the above, Dean A informed us that CO, CO-PO Mapping will not be changed in the departments until there will be any further changes in the syllabus. |
| <p style="text-align: center;">4.</p> | <p style="text-align: center;">Review of current Academic Audit Format</p> | <ul style="list-style-type: none"> Dr. Sangeeta Arora represented the revised academic audit format among the members, a brainstorming session was held in which different suggestions were received from the present members which were appreciated by Dean A. In reference to agenda Point No 3, the mentioned points will not be again audited once finalized by the Associate Dean (OBE) and Assistant Dean (OBE). Dr. Sangeeta was asked to incorporate the given suggestions in the format. Dean A asked to Dr. Sangeeta and Dr. Atul Kant Piyoosh to conduct a training session for auditors. It was further added by Dean A that the summary of the departmental academic audit report will be prepared by the respective auditors visiting the departments. At the same time that report must be shared and discussed with departmental IQAC auditors and HOD before the final submission of a report to Dean A Office. |



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| 3. | Closing Remarks | Dean (A) closed the meeting with the following points: - <ul style="list-style-type: none">• He motivates IQAC members to spread awareness in their respective departments among students and employees.• Further he also added that IQAC will also work towards establishment and proper functioning. |
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Dr. Anil Ahlawat
03/05/2023

Dr. Anil Ahlawat
Dean Academics & IQAC Coordinator

Distribution:

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Perused
[Signature]
03 May 23,



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

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Minutes of IQAC Meeting held on 25th March' 2023 at 11:00 AM onwards

Chair: Dean Academics & IQAC Coordinator

Attendees: Dr.Satish Kumar, Dr. Ajay Shrivastava, Dr. Abhinav Juneja, Mr. Arun Agarwal, Dr. Ajay Agarwal, Dr. Arvind Sharma, Dr. Rupesh Chalisgaonkar, Dr. Binkey Srivastava, Dr. Ashu Mittal, Dr. Sapna Juneja, Ms.Reeta Singhal, Dr.Pravesh , Mr. R. N. Panda,

Absentees: Dr. Sonia Gauri, Dr. Ritu Gupta, Dr. Ajay Singh Verma, Mr. Anup Srivastava, Dr, Honorary Captain K. P. Singh, Ms. Preksha Agarwal (IT)

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--|---|
| 1. | Opening Remarks | <ul style="list-style-type: none"> Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution. He appreciated all IQAC team members for active participation in all activities. Further he invited Mr. Arun Agrawal, Head F & A to discuss the agenda related to accounts. |
| 2. | Suggestion for revision in the delegation of financial power and initiation of financial power to functional heads | <ul style="list-style-type: none"> Mr. Arun Agrawal, Head F&A took the reference of the office order released on 25th Aug'2017. He informed house that in the last conversation, suggestions were taken by all HODs. The suggestions by all HODs are submitted to HOD -ME (Dr. Ashish Karnwal) Dean SW suggested some financial power regarding student participation activities outside institute to Dean SW in advance Because students are not able to pay sometimes. In this regard, Head F&A was asked to check for Dean A and Dean SW office budgets. Head F&A add will also check with a budget to be allocated to functional heads. Head F&A also guided the house, which regime may be chosen for tax. |
| 3. | About KRC | <ul style="list-style-type: none"> Dr. Abhinav Juneja started with highlights of the Knowledge Resource Centre (KRC). He discussed that nowadays, students are getting knowledge from internet resources i.e., videos, etc. Most of the videos are uploaded by influencers having no conceptual depth. There must be some motivation for students to use KRC resources for conceptual knowledge. Dean SW suggested that during the time of searching for books, the most popular book suggestions must be shown. It is also suggested by house during the meeting that for the reference section, book (up to 10) purchase power may be given to Dean Academics to reduce the time of purchasing books. |
| 4. | Organization of Book exhibition | <ul style="list-style-type: none"> Ms. Reeta told that KRC is planning for organize a Book Exhibition on <u>International Book Day</u>. For this exhibition, Dean (A) suggested that a request for a book title may be asked through Google Forms. The initiative has been taken to provide a complimentary copy to faculty members. Dean SW also suggested that the latest book should be displayed in the exhibition. Dean (A) suggested publishers should bring Application Oriented books too. It is also suggested that the requisitions forms will be available for ordering new books during the exhibition. |

Priority
Hand F&A
Include in financial
powers of Dean A
& Antenna purchase library
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*Dean A
we can work
out the modalities
we discussed today
10/4*

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| 5. | Assignment based on Textbook | <ul style="list-style-type: none"> Students must be encouraged by the faculty members to read the books. The department may also guide students in issuing library resources i.e., book banks and textbooks. Students may be motivated through assignments and open-book tests to increase the usage of textbooks. |
| 6. | Discard old edition books from the library & Book-Bank | <ul style="list-style-type: none"> Regarding this, It is planned that a new section of old books will be created i.e. Archives or Old Book Section. In this section, 2-3 copies of books will be kept. A list of old books will also be shared for suggestions. Dean A added that all books for the competitive exam must be arranged exam-wise. Summary for Motivational books may be shared with students and faculty members for awareness purpose. |
| 7. | Awareness Session for faculty members & students to use e-resources of AKTU Nalanda e-consortium. | <ul style="list-style-type: none"> The awareness session for the usage of AKTU Nalanda e-Consortium was conducted by KRC. It is also suggested that a session for the usage of the Public Access Catalogue (OPAC) may be planned for the reservation of books. It is also suggested that free subscriptions to e-newspaper & magazines may be taken. |
| 3. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <ul style="list-style-type: none"> He motivates IQAC members for spreading awareness in their respective departments among employees. He appreciated Head F&A for suggestions for revision in a delegation of financial power to functional heads. He also appreciates Dr. Abhinav Juneja and Ms. Reeta Singhal for the new initiatives of KRC. |

[Signature]
Dr. Anil Ahlawat
Dean Academics & IQAC Coordinator

Distribution:

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*Excellent points
Let's implement all*

[Signature]
10/4

Joint Director — must have a look,



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Minutes of IQAC Meeting held on 24th Jan 2023 at 03:00 PM onwards

Chair: Dean Academics & IQAC Coordinator

Attendees: Dr. Abhinav Juneja, , Mr. Arun Agarwal, Dr. Vineet Sharma, Dr. Ajay Shrivastava, Dr. Neeraj Gupta, Dr. Adesh Pandey, Dr. Arun Kumar Tripathi, Dr. Sanjeev Sharma, Dr. Ritu Gupta, Dr. Arvind Sharma, Dr. Rupesh Chalisgaonkar, Dr. Binkey Srivastava, Dr. Ashu Mittal, Dr. Sapna Juneja, Dr. Sonia Gouri, Dr. Ruchita Gautam, Dr. Roma Ghai, Dr. Sanjay Sharma, Mr. Saurav Kumar, Mr. Rishi Malhotra

Absentees : Dr. Atul Kant Piyooosh, Dr. Ajay Agarwal, Mr. R N Panda, Dr. Vibhav K Sachan, Dr. Ajay Singh Verma, Mr. Anup Srivastava, Dr. Satish Kumar, Honorary Captain K. P. Singh, Ms. Preksha Agarwal (IT)

Quality Agenda:

- Tax Planning and Financial Management

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|----------------------------|--|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee. It is a "participative" and "facilitative" unit that would closely work with the faculty members & staff members to plan out the best possible strategies for the betterment of the system of the institutions. IQAC shall work towards to spread the information of various dimension to all stakeholders. • He appreciated the all IQAC team members for active participation in all activities. He also discussed that Tax planning is an essential part of financial planning. Efficient tax planning enables us to reduce our tax liability to the minimum. • Further he invited Mr. Arun Agrawal, Head F & A for awareness about Tax Planning with all IQAC members. |
| 2. | Tax & Tax Types | <ul style="list-style-type: none"> • Head F & A discussed that Tax is for revenue generation done by government for meeting the expenses of government like defence, provision of education, health-care, infrastructure facilities like roads, dams etc. • Tax is a charge levied by a government on a product, income or activity. If tax is levied directly on the income or wealth of a person, then it is a direct tax e.g. income-tax, wealth tax. In general, a direct tax is one imposed upon an individual person (Juristic or Natural) or property (i.e. real and personal property, livestock, crops, wages, etc.). Direct tax is a type of tax where the incidence and impact of taxation fall on the same entity. • He also told that Indirect tax is the tax levied on the consumption of goods and services. |
| 3. | Income Tax and Finance Act | <ul style="list-style-type: none"> • Head F & A told that the levy of income-tax in India is governed by the Income-tax Act, 1961. We shall briefly refer to this as the Act. This Act came into force on 1st April, 1962. The Act contains 298 sections and XIV schedules. These undergo change every year with additions and deletions brought about by the Finance Act passed by Parliament. • Every year, the Finance Minister of the Government of India |



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| | | <p>presents the Budget to the Parliament. The Budget have i.e. Part A and Part B.</p> <ul style="list-style-type: none"> • Part A of the budget speech contains the proposed policies of the Government in fiscal areas. • Part B of the budget speech contains the detailed tax proposals. In order to implement the above proposals, the Finance Bill is introduced in the Parliament. Once the Finance Bill is approved by the Parliament and gets the assent of the President, it becomes the Finance Act. |
| 4. | LEVY OF INCOME-TAX And Income | <ul style="list-style-type: none"> • Income-tax is a tax levied on the total income of the previous year of every person. A person includes <ul style="list-style-type: none"> ❖ An individual, ❖ Hindu Undivided Family (HUF), ❖ Association of Persons (AOP), ❖ Body of Individuals (BOI), ❖ A firm, ❖ A company etc. • Income is taxable either on due basis or receipt basis. For computing income under the heads 'Profits and gains of business or profession' and 'Income from other sources' the method of accounting regularly employed by the assessee should be considered, which can be either cash system or mercantile system. • Income earned in a previous year is chargeable to tax in the assessment year. |
| | Rates of tax on the total income | <ul style="list-style-type: none"> • Further Head F & A told about income slabs i.e. No tax payable for income upto Rs. 2.5 lakhs. If income is between Rs. 2.5 lakhs and Rs. 5.0 lakhs then 5% of the Rs. 2.5 lakhs. If income is between Rs. 5.0 lakhs and Rs. 10.0 lakhs then Rs. 12500 and 20% of the income exceeding Rs. 5.0 lakhs. If income is above Rs. 10.0 lakhs then Rs. 1,12,500 and 30% of the income exceeding Rs. 10.0 lakhs. |
| | Tax Exemption from HRA | <ul style="list-style-type: none"> • Head F & A also discussed that actual HRA received by the employer. Where 50% or 40% of the basic salary depending upon metro or a non-metro location respectively. • If anyone missed to provide a copy of rent receipt to employer, it can be claimed at the time of proof submission. Still if person forgot at the time of filling return then revised return can be filed. The PAN card of landlord is required, if the rent paid is more than Rs. 1.0 lakh. |
| | Income Tax Deduction Sections | <ul style="list-style-type: none"> • Head F & A told that an individual or HUF can claim a deduction of Rs.25, 000 under <u>Section 80D</u> on insurance for self, spouse and dependent children. An additional deduction for insurance of parents is available up to Rs 25,000, if they are less than 60 years of age. If the parents are aged above 60, the deduction amount is Rs 50,000. • In case, both taxpayer and parent(s) are 60 years or above, the maximum deduction available under this section is up to Rs.1 lakh. • Section 80DD deduction is available to a resident individual or a HUF and is available for deduction for rehabilitation of handicapped relative. If disability is 40% or more but less than 80% – fixed deduction of Rs 75,000. In case of severe disability |



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| | | <p>(disability is 80% or more) – fixed deduction of Rs 1, 25, 000.</p> <ul style="list-style-type: none">• In Section 80DDB is for claiming medical expenditure on self or dependent relative. The specific diseases are covered under section 80DDB. A deduction of Rs. 40000/- is available to a resident individual or a HUF.• It is available with respect to any expense incurred towards treatment of specified medical diseases or ailments for himself or any of his dependents. For an HUF, such a deduction is available with respect to medical expenses incurred towards these prescribed ailments for any of the HUF members.• In case the individual on behalf of whom such expenses are incurred is a senior citizen, the individual or HUF taxpayer can claim a deduction up to Rs 1 lakh.• 80E Deduction is available for a maximum of 8 years (beginning the year in which the interest starts getting repaid) or till the entire interest is repaid, whichever is earlier. There is no restriction on the amount that can be claimed.• Section 80 C covers, Investment in PPF, Employee's share of PF contribution NSCs, Life Insurance Premium payment, Children's Tuition Fee, Principal Repayment of home loan, Investment in Sukanya Samridhi Account ULIPS, ELSS, Sum paid to purchase deferred annuity, Five year deposit scheme with bank Registration charges and stamp duty for a home etc.• Section 80TTB is a provision whereby a taxpayer who is a resident senior citizen, aged 60 years and above at any time during a Financial Year (FY), can claim a specified amount as a deduction from his gross total income for that FY. This Section is applicable w.e.f. 1st April 2018.• A deduction of Rs 50,000 or a specified income, whichever is lower, is allowed from the gross total income. Specified income is any of the following income in aggregate: Interest on bank deposits (savings or fixed). Interest on deposits held in a co-operative society engaged in the business of banking, including a co-operative land mortgage bank or a co-operative land development bank. Interest on post office deposits.• 80CCD is for additional deduction of Rs 50000/- is allowed for amount deposited to NPS account and contributions to Atal Pension Yojana are also eligible for deduction. |
| 3. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <ul style="list-style-type: none">• He motivates IQAC members for spreading awareness in their respective departments among employees.• He appreciated Head F & A for sharing the knowledge on Tax Planning.• Further he also added that we all must do Tax Planning & Financial Management with the help of financial advisor. |

Dr. Anil Ahlawat
Dean Academics & IQAC Coordinator

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Minutes of IQAC Meeting held on 28th Dec 2022 at 03:00 PM onwards

Chair: Dean Academics & IQAC Coordinator

Participants (Present): Dr. Ritu Gupta, Dr. Arvind Sharma, Dr. Rupesh Chalisingaonkar, Dr. Atul Kant Piyoosh, Dr. Binkey Srivastava, Dr. Ajay Agarwal, Mr. R N Panda, Dr. Ashu Mittal, Dr. Sapna Juneja, Dr. Ruchita Gautam, Dr. Satish Kumar, Dr. Ajay Singh Verma, Dr. Sanjay Sharma, Mr. Saurav Kumar

Participants (Not Present): Dr. Vibhav K Sachan, Mr. Anup Srivastava, Mr. Arun Agarwal, Mr. Rishi Malhotra, Honorary Captain K. P. Singh, Ms. Preksha Agarwal (IT)

Quality Agenda:

- **Role and Responsibilities of ICC**
- **KIET Policy for prevention of Sexual Harassment of Women in the Institute**
- **Awareness on POSH Act**

| S.N | Agenda | Point of Discussion/Decision Taken |
|-----|--|---|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee. It is a "<u>participative</u>" and "<u>facilitative</u>" unit that would closely work with the faculty members & staff members to plan out the best possible strategies for the betterment of the system of the institutions. IQAC shall work towards to spread the information of various dimension to all stakeholders. • He appreciated the all IQAC team members for active participation in all activities. He also discussed the importance of ICC cell in the technical institutions. He also done discussion on awareness of ICC among students and employees. • Further he invited Dr. Ritu Gupta, Chairperson ICC for awareness about ICC with all IQAC members. |
| 2. | Establishment of ICC, Roles and Responsibilities | <ul style="list-style-type: none"> • She shared that KIET Group of Institutions is committed to create its campus free from discrimination, harassment, retaliation or sexual assault at all levels. • In lieu of above, ICC was composed in the institute as per notification of AICTE 2016. • She also shared that ICC is dealing with complaints received from women employees and students. It is also ensured that complainant and witnesses are not victimized or discriminated because of their complaint. |
| 3. | Awareness of ICC | <ul style="list-style-type: none"> • ICC also spread awareness among stakeholders by sending the mail and banners in the department. • ICC also conducts awareness session with new joinees during their induction organized by HR. • ICC sensitize in Induction Program of B.Tech., B.Pharm , MBA and MCA. • ICC also conducts quiz and workshops for awareness on regular basis. • Recently ICC also organize various activities by all departments under the "Discrimination Against Women Pakhwada from 25 November to 10 December, 2022" |



KIET Group of Institutions, Delhi-NCR, Ghaziabad

Internal Quality Assurance Cell (IQAC)

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



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| 4. | Procedure of Complaint and Enquiry | <ul style="list-style-type: none">• Aggrieved women may make a complaint, in writing, within a period of 3 months from the date of incident. In case of need, assistance may be provided by ICC for writing the complaint.• The complaint should include the details of the incident along with the date and time of the incident/incidents.• The complaint should have list of respondent(s), witness/witnesses and proofs if available.• The ICC shall call the respondent and complainant for hearings.• The complainant also needs to attend the hearings whenever called (prior information is sent through relevant mode) failing which the case will be closed after three consecutive absent in the hearings. |
| | Authorized Document Discussion | <ul style="list-style-type: none">• She shared the notification of MHRD released on 10th June 2016 for AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016. She also shared that ICC was established in the institute according to the regulations stated by MHRD.• She also shared an Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto published by Ministry of Law and Justice.• She also discussed the POSH act of KIET. |
| 3. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <ul style="list-style-type: none">• He motivates IQAC members for spreading awareness in their respective departments among students and employees.• Further he also added that IQAC will also work towards establishment and proper functioning of Grievance Redressal Cell |

Dr. Anil Ahlawat
Dean Academics & IQAC Coordinator

Distribution:

- Director, Joint Director
- All Concerned

Handwritten signature and date: 30/12/22.

Minutes of IQAC Meeting held on 10th Nov' 2022 at 12:15 PM onwards

Chair: Dean Academics (IQAC Coordinator)

Participants: IQAC Members, IQAC Auditors & IQAC Co-Coordinator

| S.N | Agenda | Point of Discussion/Decision Taken | Action by |
|-----|---|---|-----------|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and appreciate each member for his/her dedicatedly contribution towards the enhancement of the entire system. • Dean A asked the IQAC members to come up with innovative suggestions to be implemented in various departments. | |
| 2. | Usage of Book Bank Facility | <ul style="list-style-type: none"> • Dr. Sanjay Kumar Sharma (Librarian) presented the data of books bank usage. • It is found that approx 10 percent students of final year are using the book bank facility. • It was suggested by Dean A to send the communication mails to the students on frequent basis. Also the HODs should be kept in loop to ensure the usage of their departments. • It was stated by Dean A that the presented data may be in percentage with exact figure (No of books to be issued: total number of books issued). | |
| 3. | To increase the footfall in KRC/ | <ul style="list-style-type: none"> • It was suggested by IQAC members that library entry of the students may be through scanner by scanning the students Library card. • A data of footfall may be generated department- wise and to be shared with HODs on regular basis. • During the library lecture, a faculty may be assigned and then the attendance will be marked for that lecture. • In the library lecture students should do their assignments with the help of library books. One subject shall be covered in a week. • Detainees should be asked to do the assignments with the library books and assignments should be prepared in such a way that students are forced to read books. • Library tour may be planned for first year students during the college tour. • The session of awareness about library shall be scheduled during the induction/orientation of first year students. • HOD CSIT suggested that the faculty members should give the reference of text book in their lectures. | |

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| 4. | Requirement of e-learning resources (Specially Pre-final Year and Final Year) | <ul style="list-style-type: none"> • Dean A took the suggestions from in-house members for issuing the soft copies to the Pre-final Year and Final Year students. • Members suggested that the students of final year are more focused towards their trainings and placements in such case e-books may be the best option for them. • For pre-final year, a survey can be done to find out the exact choice of hard copy books or e-books. | |
| 5. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <ol style="list-style-type: none"> Dean (A) appreciated suggested to keep the record of the communication with the students as well as departments. Dean A asked the librarian to be more attentive in terms of communication and maintain records. Dean A stated that it's a team work and IQAC is responsible for overall development of the institute. | |

[Handwritten Signature]
 12/11/2022
 Prof. (Dr.) Anil Ahlawat
 IQAC Coordinator

[Handwritten Signature]
 14/11

Distribution:

- Director, Joint Director
- All Concerned

Minutes of IQAC Meeting held on 17th October 2022 at 12:30 PM onwards

Chair: Dean Academics

Participants: IQAC Members

| S.N | Agenda | Point of Discussion/Decision Taken | Action by |
|-----|--------------------------|---|-----------|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee. It is a “participative” and “facilitative” unit that would closely work with the faculty members & staff members to plan out the best possible strategies for the betterment of the system of the institutions. IQAC shall work towards to spread the information of various dimension to all stakeholders. • He appreciated the all IQAC team members for active participation in all activities. Further he also told the importance of schemes launched through TBI. In continuation, He invited Mr. Saurav Kumar, GM TBI to share the information about TBI. | |
| 2. | Journey of TBI-KIET | <ul style="list-style-type: none"> • TBI-KIET is a registered body under Society Registration Act 1860 as Krishna Path Incubation Society-TBI in 2007. • TBI-KIET was jointly promoted by NSTEDB, Department of Science & Technology, Govt. of India and KIET Group of Institutions, Ghaziabad and Recognized and supported by MSME, Govt. of India as Host Institution (Business Incubator) since 2009 and in September 2021 Krishna Path Incubation Society received its 80G & 12A Certificate and CSR registration with Ministry of Corporate Affairs | |
| 3. | Achievements of TBI-KIET | <ul style="list-style-type: none"> • TBI have 17 Commercialized products with local and international appeal in Agritech, ICT, Solar Technology, waste management & Electric Mobility. • In TBI, 136+ startups (90 Graduated, 36 existing, 10 new) are founded by first generation entrepreneurs. Out of 136, 70+ startups are founded by students at technical institutes of nearby areas. The 17 startups crossed 1 crore turnover. Some Startups also raised 12.81 Cr funds from other investors. • The Product of 7 startups/ innovators are acquired by market players • TBI also received various National and International Awards. | |

KIET TBI Activities

- Various training programs are organized through TBI Entrepreneurship Awareness Camps (EAC), Faculty Development Programs (FDP), Entrepreneurship Development Programs (EDP), Technical Entrepreneurship Development Programs (TEDP) and ,Women Entrepreneurship Development Programs (WEDP)
- TBI KIET also supports Pre-incubation activities i.e. Idea Generation, Problem Solving Events like Hackathons, Proof of concept building and prototype development.
- Successful Pre-incubation activities will move to next level for incubator setup. These incubators continuously mentored for successful setups for organization.
- TBI also raise fund for its sustenance i.e. through Enterprise development by providing loan on 6% without collateral and proofs and 1% equity partner in 10 startups.
- Schemes hosted by TBI KIET are:
 - ✓ **MSME GRANT SCHEME-** Grant up to Rs. 6.5 lakhs (18 startups graduated through this scheme and 13 Incubation)
 - ✓ **NIDHI-EIR-** Fellowship upto Rs. 30,000/- PM, From idea to PoC by DST (02 startup graduated through this scheme)
 - ✓ **NIDHI-PRAYAS –** 10 Lakhs Grant, From PoC/Idea to Prototype/MVP by DST (01 startup graduated through this scheme)
 - ✓ **SEED SUPPORT –** Soft loan upto Rs. 20 lakhs by DST
 - ✓ **TIDE 2.0 EIR SCHEME -** Fellowship up to Rs. 4 lakhs From idea to PoC by MeITY
 - ✓ **TIDE 2.0 GRANT SCHEME-** Grant up to Rs. 7 lakhs by MeITY
 - ✓ **Under DST Govt. of India -NIMAT Scheme: DST-National Implementing & Monitoring Agency For Training**
 - ✓ **Under DST Govt. of India - Entrepreneurship Training Programmes**
 - ✓ **Under CSR activities of Mahindra Group : TBI-KIET is implementing agency for skill development programs for region nearby Jaipur, Rajsthan**
 - ✓ **YASH (Sponsored by DST, Govt. of India)**

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| | | <p>✓ Year of Awareness on Science & Health (YASH) Program (Awareness for Covid in Schools & Panchayat</p> | |
| | <p>Facilities at TBI</p> | <ul style="list-style-type: none"> • Dedicated building to accommodate 100+ Incubatee. • Individual Incubatee Support : Office Space, PCs & Software • FABLAB Utilization : On Sharing Basis • Technical Support : High End Technology Equipment Such as 3D Printer Scanner, Laser Tech, CNC Wood Routing, EV Testing Bench, Plasma cutter & others • Connect with Investors • Legal and Marketing Support • IPR Facility | |
| 3. | <p>Closing Remarks</p> | <p>Dean (A) closed the meeting with the following points: -</p> <p>A. Dean (A) appreciated GM, TBI for sharing their views</p> <p>B. He also suggested to the IQAC team that faculty members must communicate information shared by GM TBI. This is the responsibility of the IQAC team to aware of new faculty members of the department.</p> | |

Dr. Anil Ahlawat
IQAC Coordinator

Distribution:

- Director, Joint Director
- All Concerned

Approved, Good
[Signature]
01-11-22


Minutes of IQAC Meeting held on 23rd Aug' 2022 at 03:15 PM onwards

Chair: Dean Academics (IQAC Coordinator)

Participants: IQAC Members, IQAC Auditors & IQAC Co-Coordinator

| S.N | Agenda | Point of Discussion/Decision Taken | Action by |
|-----|--|---|-----------|
| 1. | Opening Remarks | <ul style="list-style-type: none"> • Dean A warmly welcomed all the members and stated as, the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. • Dean A asked the IQAC members to come up with innovative suggestions to be implemented in various departments. • Dean A informed that OBE and IQAC is clubbed to reduce the workload/paper load of faculty members, he added that there will be two visits in a semester, first visit will be in the beginning in which the auditors will check the planning in the departments for the upcoming semester and second visit will be organized at the end of the semester in which the implementation of the planning will be overview by the team members. | |
| 2. | Review of Academic Audit Process | <ul style="list-style-type: none"> • Dean A emphasized on documentation checking during the academic audit visit. • Remarks to be specified and detailed, both positive and negative observations along with suggestions to be submitted by the auditors. • In- House Members suggested that <u>an outside expert team should also visit to the departments.</u> • Dean A suggested the members to visit the departments for two days and use their second half day in writing the reports. • Auditors to be more vigilant and should submit realistic & genuine reports. | |
| 3. | Evaluation of formats for Academic Audit | <ul style="list-style-type: none"> • Dr. Sangeeta Arora (IQAC Co-Coordinator) represented the Course file structure & format for Academic Audit on which a brain - storming session was held among the in-house members. • It was suggested by Dean A that the faculty members in the department should <u>write the previous gaps and the planning to fill those gaps in next semester should also be added in their course file.</u> | |

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| 4. | Process of Academic Audit | <ul style="list-style-type: none"> • Dean A stated that the Academic audit is a best practice to be continued for better results. The main aim of conducting academic audit is to assess the academic performance of both individual faculty and the whole department. This practice develops accountability of the individual members with regards to their academic performance. By conducting academic audit, the strength and weakness of the department can be assessed. • Dean A informed that a schedule will be prepared at the end of IQAC Coordinator & IQAC Co-Coordinator which will be circulated among all the members. All the concerned members will ensure their presence at the time of visit. • The members of academic audit team should interact with some of the faculty members with regards to subject matter, methodology of setting CO-PO targets which should be realistic, PO Gaps, Action taken on gaps in current semester and actions suggested to be taken in next semester. In addition to Auditors shall go through all their records and credentials. | |
| 5. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <p>A. Dean (A) appreciated all stakeholders for sharing their views</p> <p>B. Dean A stated that it's a team work and IQAC is responsible for overall development of the institute.</p> | |


 Prof. (Dr.) Anil Ahlawat
 IQAC Coordinator

Distribution:

- Director, Joint Director
- All Concerned

Received

External audit be also organized at the earliest.


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Minutes of IQAC Meeting held on 03 Aug' 2022 at 03:00 PM onwards

Chair: Dean Academics

Participants: IQAC Members

| S.N | Agenda | Point of Discussion/Decision Taken | Action by |
|-----|---|---|--|
| 1. | Opening Remarks | <ul style="list-style-type: none"> Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. <ul style="list-style-type: none"> Dean A asked the IQAC members to come up with innovative suggestions to be implemented in various departments. | |
| 2. | Revision of No dues Form (Head HR) | <ul style="list-style-type: none"> Head HR asked for the suggestions for the HR Policies. <ul style="list-style-type: none"> In house members suggested giving the clarity about existing policies like term insurance etc. In view of above point the HR head gave few insights as premium of term insurance will be based on age. The 10 Lakhs group term insurance will be given to the employees having salary less than 50K and the employees having higher salary will get the insurance of 20 Lakhs. House suggested that if anyone having less salary can also opt the option for the 20 Lakhs. HR-Head represented the existing No dues form and share the added points as teaching learning, Research Project (CO,POs),research faculty Laptop Handover and other administrative and institute level responsibilities handover. | HR Head to do the needful wherever required. |
| 3. | Student guidelines as per AKTU Rules (Registrar) | <ul style="list-style-type: none"> Registrar explained the enrollment process to be followed by students at the time of admission in which he added that the documents should be uploaded vigilantly. He clarified that if any student is willing for branch change then student can apply and branch will be changed on the merit basis. It was informed by Registrar that <u>10 marks grace will be provide upto 3 subjects per year to each individual student.</u> | |

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| 4. | <p>Faculty Involvement in Various Responsibilities of Institute (Registrar)</p> | <p>Registrar shared some information to be shared to the students by the faculty members as follows:</p> <ul style="list-style-type: none"> • Students can be provided their provisional degree in soft copy in case of any requirement. • Original degree will be handover to the respective student or their first relation (Family Members). • Students can be aware by the faculty members about the transcript by telling them the difference between college and university transcript. As university transcript will be issued by the AKTU ERP rather college will be issued by the Registrar of college on the request of the student. • In any document(mark sheet, degree etc) of any student is somehow lost as their mark , in such case student has to do the FIR, the info of lost document to be published in newspaper finally it will be applied through AKTU ERP. | |
| 5. | <p>Student Scholarships-KIET Group of Institutions (Registrar)</p> | <ul style="list-style-type: none"> • It was informed by Registrar that the students will be provided (Rs 500/- + 200/-per percent marks) scholarship, if they are scoring more than 85% marks. • If students percentage is increased from past year than the two students with highest jump will be awarded as i.e 5K (first highest), 3K (Second Highest). • It was added that the first branch topper will get 12 K and second will get 6K of scholarship. • In case of two students will have same marks in than both will get full scholarship. • It was stated by registrar that institute facilitate the university rank holders and medalists every year. | |

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| 3. | Closing Remarks | Dean (A) closed the meeting with the following points: - A. Dean (A) appreciated all stakeholders for sharing their views B. He also suggested to the IQAC team that faculty members must communicate their performance from time to time. This is the responsibility of the IQAC team to aware of new faculty members of the department. | |
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8/8/2022
Dr. Anil Ahlawat
IQAC Coordinator

Distribution:

- Director, Joint Director
- All Concerned


09/08/22
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Minutes of IQAC Meeting held on 29th July 2022 at 03:00 PM onwards

Chair: Dean Academics

Participants: IQAC Members

| S.N | Agenda | Point of Discussion/Decision Taken | Action by |
|-----|---|--|-----------|
| 1. | Opening Remarks | <ul style="list-style-type: none"> Dean A warmly welcomed all the members and stated as the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve the work processes and achieve learning outcomes & objectives. However, IQAC is not just a committee. It is a <u>“participative” and “facilitative”</u> unit that would closely work with the faculty members & staff members to plan out the best possible strategies for the betterment of the system of the institutions. IQAC shall work towards creating a research-centric environment conducive to quality education and faculty <u>maturity</u> to adopt the required knowledge and technology for the participatory teaching and learning process. He appreciated the Academic Audit Team to organize the Academic Audit successfully. He also shared that Academic Audit would cover all aspects of NBA and NAAC. | |
| 2. | Scope of Improvement in Research Grants | <ul style="list-style-type: none"> Dean R&D initially shared the Research Grants records of previous sessions i.e. 2019-20 and 2020-21. Dean R&D office is working towards that they are seeking help from External members for evaluation for Research Projects to be applied. Dean R&D office also planning to get Scientific and Industrial Research Organizations (SIRO) certification. The government organization may grant for research projects with no upper limit for SIRO certified Institutes. The Suggestion was given by IQAC members: <ol style="list-style-type: none"> To plan the Session on “How to write the research projects”. The research grants applications for the non-Engineering departments are also requested to be shared If multiple faculty members asked for reimbursement of same research paper/ patent etc. then the reimbursement amount will be given in the same percentage | |

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| 3. | Planning of Wi-Fi Campus | <ul style="list-style-type: none"> • Dean ITS shared the facilities provided i.e. Internet Facility with 800 Mbps by two Internet Service Providers through lease line, Helpdesk setup with Dedicated Intercom and Whatsapp Facility • <u>Mr. Ashish Kumar Rana</u> is responsible for all types of MOODLE issues. Dean ITS is also planning to train all new departments for Moodle. Training may be provided to other departments as per the requirement • He also shared the planning for the wi-fi facility for E-Block as a pilot project in an initial phase. Afterwards wi-fi Campus will be extended for rest of campus. The Digital Notice Board facility will be also provided through the campus. Software related to R&D i.e. MATLAB was installed on a server. <u>It was suggested by an IQAC member ArcGIS Pro software may also be installed on the Server for research purposes.</u> The Dean R&D office was suggested to analyze and recommend further process. • The dedicated staff was provided to each department by the ITS department for the smooth functioning of the institute. • In the Future, Biometric door access will be provided to staying late hours after the permission as per rules. RFID enabled cards to be provided to students in the future. | |
| 3. | Closing Remarks | <p>Dean (A) closed the meeting with the following points: -</p> <ol style="list-style-type: none"> Dean (A) appreciated all stakeholders for sharing their views He also suggested to the IQAC team that faculty members must communicate their performance from time to time. This is the responsibility of the IQAC team to aware of new faculty members of the department. | |

Received

Distribution:

- Director, Joint Director
- All Concerned

Dean R & D
To examine
the suggestion.

Dr. Anil Ahlawat
02 Aug 2022

Dr. Anil Ahlawat
11/8/2022
IQAC Coordinator