

**Minutes of IQAC Meeting held on 29th April' 2025 (Tuesday) at 03:00 pm onwards in
IR&PR Conference Hall (Central Lab)**

Chair: Dr. Adesh Kumar Pandey, Director Academics

Presented By - Dr. Yaduvir Singh & Ms. Mani Dwivedi

Participants (Present):

Dr. Ekata (ASH)	Dr. Manish Bhardwaj (CSIT)	Ms. Nishi Singh (CSE-AI&ML)
Dr. Ritu Gupta (AS)	Dr. Sandeep Chhabra (ME)	Mr. Anmol Jain (CS)
Ms. Shraddha Sood (ECE)	Dr. Ashu Mittal (KSOP)	Dr. Vikas Goel (IT)
Dr. Masood Rizvi (EEE)	Dr. Ranchay Bhateja (MBA)	Mr. R. N. Panda (MCA)
Dr. Saurabh (IT)	Dr. Ankur Garg (CSIT)	Dr. Neha Yadav (CSE)

Quality Agenda:

1. Reforms in NAAC Processes, Data Formats as per NAAC
2. Changes as per new NBA e-SAR (2024) (UG and PG)
3. Review the Academic Audit Process
4. Demonstration of OBE Module on Cyber Vidya ERP

S. No.	Agenda	Point of Discussion/ Decision Taken
1.	Opening Remarks	The Director Academics formally welcomed all the members and discuss the agendas in brief.
2.	Reforms in NAAC Processes, Data Formats as per NAAC Changes as per new NBA e-SAR (2024) (UG and PG) Review the Academic Audit Process Demonstration of OBE Module on Cyber Vidya ERP	<ul style="list-style-type: none"> • Director Academic inform that entire process of NAAC is changed and eSAR of NBA is also changed for UG/PG. We should be ready for implementing the suggested changes by NAAC and NBA. • Dr. Yaduvir Singh presented the NBA (e-SAR changed from 2024-25 for TIER – I institutions) and NAAC reform (NAAC Reforms 2024: Important Announcement- Dt.29th June 2024). He discussed that accordingly the changes required in internal academic audit, Visit-1 and Visit-2. Autonomous institutions come under TIER-I category as per NBA guidelines. • Director Academic added that the formats of IQAC should be aligned with the internal academic audit formats. • There is change in the number of POs of Cycle-1 (11 POS and 2 PSOs) for cycle-2 (12 POs and 02 PSOs) • There is new component are added i.e. Knowledge and attribute Profile which is mapped with POs for the programs which are going for NBA accreditation in the first cycle.



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Session: 2024-25 (Even Semester)

		<ul style="list-style-type: none">• It is also proposed that we should apply for the Accreditation of PG Courses (M. Tech and M. Pharm). Now NAAC will not have grading system (like A, B, C & D are closed). Now there will be two types of NAAC Accreditation will be applicable: Binary Accreditation and Maturity based Accreditation. There are 5 levels in Maturity based Accreditation.• e-SAR-2024 UG (Cycle 1, Cycle 2) and PG Formats will be shared with the MoM.• Director Academic proposed to a committee to review the whole process of internal academic audit. The committee members will be Dr. Ritu Gupta (AS), Dr. Manish Bhardwaj (CSIT), Dr. Ashu Mittal (KSOP), Dr. Sandeep Chhabra (ME). Dr. Ritu Gupta will lead the committee. The committee will submit their report by 07th May, 2025.• Dr Yaduvir Singh demonstrated the OBE Module on Cyber-Vidya. The role of departmental OBE coordinators will be allocated on cyber-vidya for setting all parameters as per institute guidelines. OBE coordinators will insert all parameters after approval Director academics office.
3.	Closing Remarks	Director Academics concluded the meeting


Dr. Adesh Kumar Pandey
Director Academics

Minutes of Academic Committee Meeting held on 20th Dec'24 (Friday) at 1:30 PM (TBI Conference Hall)

Date & Day: 20 Dec'24, Friday

Time: 1:30 pm

Venue: TBI Conference Hall (TBI-KIET)

Agenda:

1. MoM- Compliance of last minutes
2. Academic planning for next semester - COE and Dr. Parita to present (Calendar)
3. Academic calendar for pre-BoS, BoS, AC and GB planning -Dr. Yaduvir
4. Scheme for second to final and course book under Autonomy, New schemes to be freezed with the course codes, Curriculum development for second year and lessons learned and changes required for next year's first year –Dr. Parita
5. Process of Result declaration to be explained - COE and Dr Adesh
6. QB preparation and QP format - COE, Dr. Vineet, Dr. Adesh (Chatbot)
7. ERP challenges – Dr. Shashank/Dr. Adesh
8. Faculty Positions and requirement and Load distribution through ERP - Ms. Garima and HR
9. NAAC AQAR preparation - Dr. Sangeeta / Dr. Yaduvir/ Ms. Mani
10. Examination schedule for next one month and evaluation- COE and Dr. Sheetal
11. First year –
 - (a) Detention of First year - performance & attendance
 - (b) FY curriculum completion status for credit & noncredit courses
 - (c) Backup of Code Tantra, IKS, Self-Growth, Communication skills, foreign language
 - (d) Re-MSE
12. PUE / Remedial/Marks status offline/ERP
13. Course Code - confirmation
14. Hackathon /NOC cases- CTS
15. IEEE Conference- 02 departments
16. TA & MSE slot – Not to change
17. Calendar for individual activities (all functional heads, meetings under autonomy, exam, student research and others and monthly calendar)
18. Vision mission and CO, PO, PEO to be revised on urgent basis before the committee comes
19. External academic audit
20. Training on grading and CBCS, Autonomy etc across all dept - Dr. Batra & Dr. Prarthana
21. Course coordinators meeting to be streamlined and training to be given and audit to be done on its effectiveness
22. Adjunct Professor/Professor of Practice
23. Any other points

Participants: Director Academics & team, Deans, Addl HoDs, COE & Team, Dean SW.

Chair: Prof. (Dr.) Preeti Bajaj, Director General

Minutes of Academic Committee Meeting held on 20th Dec'24 (Friday) at 1:30 PM (TBI Conference Hall)

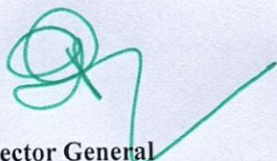
S.No	Agenda	Discussion Points /Decision	Action by	Compliance Date
1.	Opening Remarks	The meeting was opened with a welcome note by DG. She opined that it's a crucial time where the major planning for upcoming semester shall be finalized. She added that faculty recruitment in adherence to the requirement shall also be discussed and closed accordingly.	NA	NA
2.	MoM- Compliance of last minutes	Resolution of the BOG closes this with CGPA calculation of % as CGPA*10	COE	NA
3.	Academic planning for next semester	<p>Dr. Parita Associate Dean Academics presented the Academic Planning.</p> <p>DG explained rules regarding how student will be registered for summer term.</p> <p>Dean to take decision for the permission as per the request of students in terms of summer term.</p> <p>Detention shall be based on Performance and attendance.</p> <p>All the Rules should be mapped on ERP Module.</p> <p>- Role given to Dr. A K Pandey.</p> <p>Students Course Registration Should be : Mentor —> Dean—>COE</p>	DA Office, Deans COE	NA
		<p>MSE1 - Department Level. (Make an Internal Examination Team in the department). DA office will freeze the Slots.</p> <p>MSE2-Centralized, Makeup-Centralized (Note: Only major parts of Rules are presented here, the detailed Rules will be provided by Dr. Parita Jain)</p> <p>After in-house discussion the Academic Calendar Freeze for the B. Tech Program II sem I year</p> <p>Induction on Rules & Regulations, on very first day of Registration of students (Every Semester-Mandatory)</p>		
4.	Academic Calendar for pre-BoS, BoS, AC and GB planning	Dr. Yaduvir- Academic Committee Meeting Every First Friday of the Month.	Dr. Yaduvir Singh	To be decided

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5.	Scheme for second to final and course book under Autonomy, New schemes to be freeze with the course codes, Curriculum development for second year and lessons learned and changes required for next year's first year	Dr Parita presented the Course Code, and elaborate the terms used in the Code. After in-house discussion, Codes are freeze for First year. The departments will take codes from the BOS of that particular Subject. Note: Department members will participate in the BOS Meetings and give their inputs, as per the departments need for that particular Subject.	All Deans	1 st Jan'2025
6.	Process of Result declaration to be explained	COE presented the Process of Result Declaration for Autonomous Batch. Note: Confirmation from the faculty members regrading locking of marks must be done.	Dr. A.K Pandey COE	NA
7.	QB preparation and QP format	Presented by Dr. Vineet. He will share the Process Document with all of the committee members.	Dr. Vineet	21 st Dec'2025
8.	ERP challenges (First Year attendance, Marks not Submitted)	A report for Marks/Attendance not done report.	Dr. A.K Pandey	NA
9.	Faculty Position- As per Load	Ms. Garima Singh & HR Head presented the Faculty Positions freeze as per the load shared by the respective department.	Ms. Garima Singh	15 th Jan'25
10	NAAC AQAR preparation	Ms. Mani presented the Rubrics. Note: Internal Audit: Digital Signature is not allowed in NAAC. <ul style="list-style-type: none"> Activity IN charge→ Dean → IQAC Coordinator will put their Seal (Not Sign) to authenticate the Document/Data. Data to be maintained preciously by IQAC Team. Teacher Ratio Maintenance: HR Team Code of Conduct (Research): Dean R&D Department Level <ul style="list-style-type: none"> Journal Paper - 2/Faculty/Year (in all departments) 		
		<ul style="list-style-type: none"> IPR Workshop- All year, in every department. Mandatory. Department will give yearly 5 Activities. 1 MOU and 2 Activity per Department. MOU will be maintained at - Registrar Office. Extension Activity: Required. (Any Extension Award) - HR Head will circulate an Email. 	IQAC Team/Deans/HR Head	NA

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11	Examination schedule for next one month and evaluation	CEO Presented that the Evaluation process will be completed by 25th January 25.	CEO	25 th Jan'25
12	First year – (a) Detention of First year - performance & attendance (b) FY curriculum completion status for credit & noncredit courses (c) Backup of Code Tantra, IKS, Self-Growth, Communication skills, foreign language (d) Re-MSE	Presented by DG: First Year Detention- 28.12.24 in DG Office. Back up of MOODLE to be submitted by Dr. A.K Pandey.	Deans/ Dr. A.K Pandey.	28 th Dec'2024
13	PUE / Remedial/Marks status offline/ERP	Presented by DG: Backup of Marks to be submitted to CEO by Dr. A.K Pandey.	Dr. A.K Pandey	31 st Dec'2025
14	Course Code - confirmation	All course codes for all programs of first year has been explained by Dr Parita	Dr Parita	NA
15	Vision mission and CO, PO, PEO to be revised on urgent basis before the committee comes	Presented by DG: Freeze CO/PO/PEO - Workshop (Old and New Sample)	Dr Yaduvir	2nd to 8th January.
16	External academic audit	Presented by DG: External Audit Faculty Wise by Auditors. They will give you a comprehensive report.	IQAC Team	To be decided
17	Any other Points	First year examination for IKS, Foreign Language, Self-Growth, and Communication Skills shall be from 23 rd to 27 th Jan'2025. After Internal Examination, Students may opt for Vacation. 27th to 31st. CEO/ Registrar will circulate the Rules to all the Students (Hall Ticket, Feedback, Examination Form) etc	NA	NA



Director General

Pavla
6.1.25.
Associate Dean Academics

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 25th July 2024 at 03:00 PM

Chair: Director Academics & IQAC Coordinator

Participants(Present) : NAAC/IQAC Coordinators of the departments

Quality Agenda:

1. Guidelines for AQAR 2023-24
2. Data Requirements for several criteria

S.No	Agenda	Point of Discussion/Decision Taken
1.	Opening Remarks	<p>The Director Academics warmly welcomed all the members present in the meeting.</p> <p>He stated that our institution will fill the AQAR 2023-24 form and further emphasized the data required for filling AQAR every year and improving the overall scorecard.</p>
2.	Guidelines for AQAR 2023-24	<p>Dr. Sangeeta Arora first discussed the Standard Operating Procedure (SOP) for the Extended profile of the Institute. She also discussed the Documents required for verification, Specific Instructions to HEIs & what not to be Included metric wise.</p> <p>After that she had presented Metric-wise Standard Operating Procedure (SOP) in front of the forum. Also emphasized on the various key points:</p> <ul style="list-style-type: none"> • All the evidence & reports required are to be signed by the deans. • Activity reports must contain Geo-tagged photographs. • In financial data Audited statement of accounts of the HEI is required.
3.	Data Requirements for several criteria	<p>Dr. Sangeeta Arora stated that data templates and SOP will be sent to all concerned Departments, NAAC coordinators and Section Incharges. And a drive link is shared with all the departments for specific criteria's to upload the data required in prescribed format.</p>
4.	Closing remarks	<p>Director Academics concluded the meeting by stating that compile the data properly in all respects and complete it in the given time frame smoothly.</p>

AG

Dr. Anil K. Ahlawat
Director Academics & IQAC Coordinator