

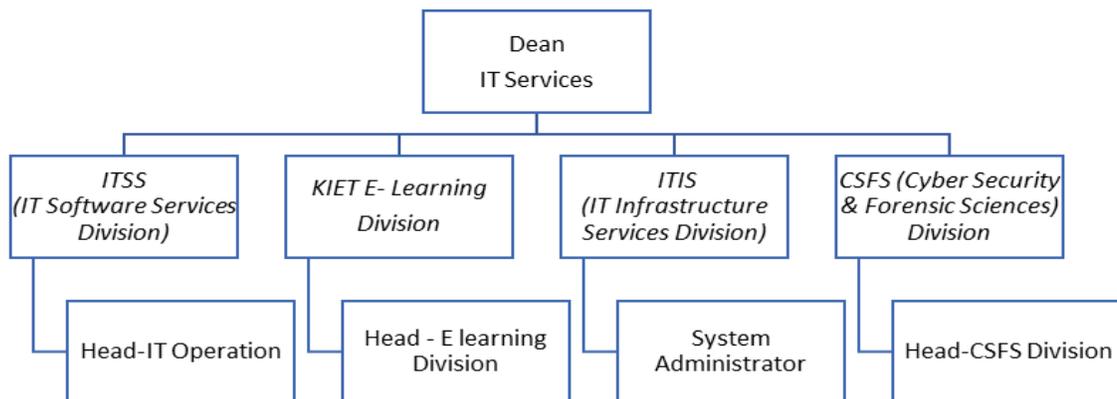
# KIET Group of Institutions

Ref/ Dir/05 /2020

25<sup>th</sup> May'20

## OFFICE ORDER: 05 /2020 Formation of KIET IT Cell

1. **Reference:** Discussion held in ACM on 23<sup>rd</sup> May'20 w.r.t. new vertical - **KIET IT Cell**.
2. A new vertical by the name **KIET IT Cell** is being instituted in campus **with immediate effect** thereby consolidating the services of existing ITSS & ITIS under this cell and also adding up two more divisions with an objective to supplement IT services @ campus professionally for **better user experience**. KIET IT Cell would be **headed by Dean- IT Services** and its structure would be as follows:



3. The following personnel would be responsible for their new **designated roles** as under:
  - (a) Dean- IT Services (ITS) - Dr. Adesh Pandey, HoD IT
  - (b) Head- IT Operations - Mr. Vinay Ahlawat, Manager -IT **promoted** to Head-IT Operations
  - (c) Head- e Learning Division - Dr. Puspendra Kumar, KSOP
  - (d) System Administrator - Mr. Madhurendra, ITIS Division
  - (e) Head - CSFS Division - **Updates shall follow**
4. The **detailed policy doc.** covering the need, objectives, roles & responsibilities, Standard Operating Procedures (SOPs) etc. for the above four verticals shall follow separately. Each member will be accountable for his/her designated roles.
5. Dean-IT Services & Head- E Learning shall be performing the above duties in addition to their regular academic engagement.

# KIET Group of Institutions

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6. Dean-IT Services will be responsible to Director for this additional assignment.
7. The above Order comes into force with immediate effect.



**Dr. (Col) A Garg**  
**Director**

**Distribution:**

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

**Copy to:** Dean -IT Services & all concerned team members

**Minutes of Academic Council Meeting held on 25<sup>th</sup> Apr'20 at 10:30 am through Virtual Connect**

**Participants:** Joint Director, Dean (A), Dean-IEC, Dean-SW, HoDs, Head-CRPC, Addl & Assoc. Head-IIPC, Registrar, Manager-ITSS, Librarian

**Chair:** Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	Opening Remarks & few updates	<p>Director opened the meeting with a <i>welcome note</i> and thanked all the members of academic council for their active participation in making informed decisions on all imperative matters being deliberated time to time at this forum i.e. <b>ACM- which is the highest decision body within KIET</b>. He reiterated that decisions taken at this forum are in consensus <i>so must be honored</i>. In case, any change is required for your respective department - <i>come back, discuss else implement in letter &amp; spirit</i>. He continued further giving an outline of day's discussion points followed by sharing few <i>updates/ developments</i> since last ACM as follows.</p> <p>(a) COVID 19 - Work from Home (WFH) <i>w.e.f.</i> 23<sup>rd</sup> Mar'20. Director complimented all stakeholders for their active involvement in smooth transition to virtual <i>teaching-learning</i> process <i>viz.</i> online classes, examination, digital evaluation, self-shoot videos by faculty, lecture notes, 300 + videos on KIET maestro in last one month. We are the only one in entire region to do it so methodically. <i>Keep it up!</i></p> <p>(b) Complimented Dean A &amp; HoDs for designing the academic policy so well for the balance semester (Corona Lockdown period).</p> <p>(c) Complimented Dean R &amp; D and his team for honestly pushing the research efforts at Institute level. Complimented Dean-IEC for backing R &amp; D by patent support. Also, six proposals have been submitted to DST &amp; MEITY by TBI Incubates.</p> <p>(d) Acknowledged the sincere support of Head CRPC with his team of Additional &amp; Associate Head IIPC for remote recruiting &amp; rolling out online Internship offers. It is good to know 800+ students have already been given campus supported internship. Complimented Dean IEC with his team of Head IC for extending internship support through Innovation Centre.</p> <p>(e) COVID-19: Contribution of Rs. 21 lacs made to PM Distress Relief Fund.</p> <p>(f) Appreciated faculty of KSOP, Prof. Anuj Pathak and Prof. Sachin Rathore, ME for donating PPE kit to hospitals.</p> <p>(g) Complimented HR &amp; HS team for organizing quality SDPs. HoDs to ensure that staff must participate in these sessions as assigned.</p> <p>(h) Complimented Manager ITSS for his active involvement &amp; support in the smooth migration to Virtual platform.</p> <p>(i) NBA Pre-qualifiers has been submitted by MBA dept. Civil - Will submit it by next week tentatively.</p> <p>(j) Free courses on offer <i>viz.</i> Coursera, AICTE-NEAT &amp; ELIS, Harvard University, Microsoft Academy, NDL, NMEICT, CISCO, Udemy, TCSion etc. Approximately <b>12 links</b> have been shared by Dean A &amp; ADA (SD). HoDs to motivate students &amp; faculty to enroll in these courses as per their area of interest.</p> <p>(k) HR - Employee Engagement Planner is approved. Certification courses for Staff has been assigned based on job role and needs to be completed during lockdown period. HoDs to motivate the staff at dept. level to ensure compliance.</p> <p>(l) Toppers felicitation (Issue of certificates) through virtual connect organized by few departments. Remaining dept. to plan at the earliest.</p>	<p><b>Para 1</b> (i) HoD CE</p> <p><b>Para 1</b> (j,k,l,m,p,q) HoDs</p> <p><b>Para 1</b> (n) Dean A/ HoDs/ Head-CRPC</p> <p><b>Para 1</b> (s) HoD CSE, IT, Dean-IEC</p> <p><b>Para 1</b> (t) COVID19 core team headed by Dean SW</p>

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		<p>(m) Lots of webinars are taking place during this period. HoDs to also plan webinars at Departmental level &amp; encourage faculty to participate in free webinars as per the issued academic policy. In addition, invite experts for knowledge sharing sessions online.</p> <p>(n) CRs meeting - B.Tech I year &amp; II year held. Suggested Head-CRPC to join the CRs meeting B.Tech III &amp; final year planned next week. Dean A to note/ share schedule.</p> <p>(o) SAP - MoU signed. (IT dept.)</p> <p>(p) COVID -19 proposal status. Two proposals submitted (EC &amp; MCA). Remaining departments to ensure the proposal submission by 30<sup>th</sup> Apr.</p> <p>(q) Admission process year 2020-21 including M.Tech- Digital campaigning started/ Admission notification released. Manager ITSS requested Deans/ HoDs to <b>check social media handles regularly</b>- like &amp; share every post to maximize reach so as to influence prospective aspirants.</p> <p>(r) MEITY has invited proposal to develop homegrown Video Conferencing Platform - HoDs CSE, IT &amp; Dean -IEC to see. We must submit one proposal on or before due date i.e. 30 Apr'20.</p> <p>(s) Post COVID-19 - Director opined that we need to have some <b>digital strategy</b> for Institute along with <b>digital literacy</b>. <b>WE NEED TO BE FORWARD LOOKING - Want your consensus for that...!!!</b> The team was in agreement with the proposal.</p> <p>(t) HoD IT suggested to have a proper policy document for running academic/ administrative activities in campus post COVID. GM-TBI to share the policy doc., if any to the COVID Team for reference. Dean SW to take it forward &amp; put up the draft policy before 04 May.</p> <p>(u) Director also talked about necessity of instituting few additional appointments in the Institute – reorganization of certain existing appointments. Related updates shall follow.</p> <p>(v) Director concluded his points and thanked everyone for their support and quoted the team as <i>extraordinary</i> team i.e. absolute display of <i>passion &amp; aggression</i> towards work in the Corona period which is the need of the hour too. <b>Let us not forego that our core efforts should be Teaching-Learning &amp; Research.</b></p> <p>(w) Joint Director &amp; Dean (A) also complimented the entire team for the wonderful display of professionalism during lockdown period and thanked Director for essential directions at this crucial period and assured on behalf of entire team to put best efforts in times to come/ to earn good ranking.</p>	
2	<p align="center"><b>Placements Updates &amp; Internship Policy</b></p>	<p>(a) Head CRPC shared the Placement status - 6 drives completed (On line) with 14 selections. He also talked about better hiring prospects for freshers exists amidst current situation.</p> <p>(b) Point of concern raised by Head CRPC - Code Vita Number of participations is still less. HoDs to see to it/ address this issue.</p> <p>(c) Capgemini training- 52 students are undergoing online training out of 199 which is again very discouraging number. HoDs to note for necessary action.</p> <p>(d) Head CRPC briefed about proposal -WIPRO Talent Mix Partner Campus &amp; invited suggestions from HoDs. After due deliberations, HoD CSE was</p>	<p><b>Para 2 (b,c)</b> HoDs</p> <p><b>Para 2 (d)</b> HoD CSE &amp; HID IT assisted by HEAD CRPC</p>

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		<p>assigned to take this drive forward i.e. formation of two batches (150 student/batch), identification of two faculty for training as discussed. Students &amp; faculty to be identified by 28 Apr 20 &amp; WIPRO team confirmed through Head CRPC. HOD IT to assist in the entire process.</p> <p>(e) Summer Internship (120 hrs.) - Head CRPC briefed about the proposed distribution / allocation in three categories viz. online internship (QCFI, Mini projects, CPI-T, CPI-D), Nalanda E-Consortium and Online courses. Internship start date -11 May'20. The related updates shall follow.</p> <p>(f) Director suggested HoD EN to connect with Prof. Bharti Mann who has offered to provide with 10 projects during her visit at KIET.</p>	<p><b>Para 2 (e)</b> Head CRPC/IIPC</p> <p><b>Para 2 (f)</b> HoD EN</p>
3	<b>Awareness of E-Consortium</b>	<p>(a) Dean R &amp; D team member shared the KIET usage report of e-consortium (890 out of 5400 registered i.e underutilized). HoDs to create awareness among faculty/ students. Director stressed that Utility has to be increased. Dean R &amp; D to share the usage report department wise to HoDs (fortnightly basis) for review/necessary action.</p> <p>(b) Director complimented AKTU for its <i>e-consortium</i> initiative to support the faculty/students/researchers. He also talked about the two documents recently released by AKTU - Covid-19 booklet containing various initiatives taken &amp; Student Innovation Magazine (already <i>shared in WhatsApp group</i>), MOOCs on AKTU portal Virtual Labs-part of teaching-learning process etc. Needless to mention here that University is taking all requisite steps and exploring various platforms to support affiliated colleges in all possible ways.</p> <p>(c) Librarian to prepare a video message for students 'How to use E-Consortium facilities' before 01 May 20.</p>	<p><b>Para 3 (a)</b> HoDs</p> <p><b>Para 3(c)</b> Librarian</p>
4	<b>Research related updates and targets</b>	<ul style="list-style-type: none"> <li>▪ Dean R &amp; D briefed about the progress of SERB projects, DRC suggestions-status, PhD guidance report status, status of Research proposals for financial grants to be prepared by all dept. etc. He re-emphasized that faculty should be motivated to publish one research paper in SCI/SCOPUS during corona period. He also requested HoDs to <b>activate DRC members at dept. level</b> too if we want to enhance department research profile.</li> <li>▪ Director shared about his writing a research paper and expected that every HoD will contribute by writing one research paper minimum thereby setting an example in front of their faculty.</li> <li>▪ Director opined that HoDs to take '<b>Research</b>' on <b>top priority</b> and convince yourself &amp; your team - <i>its importance for us. We need to improve our Research footprints/ profile</i> by all means this year being NBA, NAAC, QS all accreditations are due next year. We expect, departmental performance to play a major role. HoDs to note.</li> </ul>	HoDs
5	<b>Online MCQ based PUE1</b>	<ul style="list-style-type: none"> <li>▪ PUE-1 is planned from 4<sup>th</sup> May'20.</li> <li>▪ It will be MCQ based - A discussion on question paper pattern was held. COE to prepare the draft guidelines to include evaluation as well based on suggestions as received for final inputs from HoDs/ finalization at the earliest.</li> <li>▪ It will be conducted on Google Classroom platform.</li> </ul>	Dean A. COE & HoDs
6	<b>Repository of e -contents</b>	<ul style="list-style-type: none"> <li>▪ Dean A suggested to have repository of quality e-contents (<b>All subjects</b>) on Institute portal. The suggestion was appreciated &amp; feasibility checked.</li> <li>▪ Director suggested - we can adopt the Model of University. We can form committee @ Dept. level &amp; Central level-IQAC team to audit the quality of e-contents before uploading. Gradually, for Virtual labs also can be planned. <i>The members "Agreed to the Proposal in Principle".</i></li> </ul>	Dean A, HoDs, Manager ITSS

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		<ul style="list-style-type: none"> <li>▪ Student Feedback as per academic calendar - The decision needs to taken, Dean A to discuss separately.</li> <li>▪ Corresponding Google Class room &amp; Virtual Library concept - HoDs CSE &amp; ME to share a brief write up on same to OOD as suggested by them.</li> </ul> <p><i>Dean A concluded his points with following remarks:</i></p> <ul style="list-style-type: none"> <li>▪ HoDs - Any feedback from faculty/ students w.r.t. revised academic policy may please be shared with Office of Dean A.</li> <li>▪ Free courses - links as shared. HoDs to share the feedback/ number of registrations -faculty/ students in these courses. Take regular feedback.</li> <li>▪ HoDs Meeting - Compliance report (ATR) may please be sent one day before of next meeting, whenever scheduled. HoDs to note.</li> </ul>	Dean A  HoDs CS,ME  HoDs
7	<b>Exam form filling - Last Date 30 Apr'20</b>	<ul style="list-style-type: none"> <li>▪ Registrar requested HoDs to communicate the students to fill the exam form proactively to avoid last minute chaos. Issues, if any w.r.t. filling of form may please be directed to Registrar &amp; team for resolution. Registrar to drop a reminder mail to students on the subject matter.</li> </ul>	HoDs  Registrar
8	<b>Utkrishti Vishwakarma Award</b>	<ul style="list-style-type: none"> <li>▪ Dean SW briefed about the form filling status. He also shared 7-8 student activities (online events) during the COVID-19 period. Report shall be shared.</li> </ul>	Dean SW
9	<b>Redressal of Student Grievances</b>	<ul style="list-style-type: none"> <li>▪ It is reiterated that all student grievances must be closed within 48 hrs. of its receipt. Respective Deans/ HoDs/ all stakeholders to note/ ensure that no grievance of student shall get escalated to next level.</li> <li>▪ Complimented Team ECE for timely resolving the grievances by forming a committee through VC.</li> </ul>	Deans/HoDs / All Stakeholders
10	<b>Copies of unnecessary correspondence being endorsed to OOD/JD</b>	<ul style="list-style-type: none"> <li>▪ Deans/HoDs/Functional Heads to take a note of this. Only the important mails shall be marked to Office of Director/ Joint Director. Departmental internal communication, data collection mails, reminder mails etc. shall not be marked to OOD/ JD.</li> </ul>	All Deans/HoDs/ Functional Heads
11	<b>GATE 2020</b>	<ul style="list-style-type: none"> <li>▪ The result is not encouraging. It is deteriorating year after year in spite of all extra efforts. We need to introspect. Dean (A) to discuss with HoDs separately on this issue. Let's have a clear-cut policy for students appearing in GATE.</li> </ul>	Dean A HoDs
12	<b>Parents Interaction (VC)</b>	<ul style="list-style-type: none"> <li>▪ Registrar is organizing our interaction with Parents on 27<sup>th</sup> Apr'20. We are expecting to connect with 30-40 parents. The idea is to have their feedback/concerns, if any.</li> </ul>	Registrar

The meeting concluded at 1:15 pm.

**Dr. (Col) A Garg  
Director**

**Distribution: All concerned**



## Minutes of HOD Meeting held on 16th May 2020 at 10:30 AM on virtual platform

**Chair:** Dr. (Col) A Garg

**Participants:** Dr. Manoj Goel (Joint Director), Dr. Anil K. Ahlawat (Dean Academics), Department HoDs, Dean (SW), Dr. Sangeeta Arora (Asst. Prof.- MCA), Dr. Vipin Kumar (Asst. Dean – Skill Development & Prof. – MCA), Mr. Vinay Ahlawat (Manager – IT Operations).

**Absentees:** Dean (IEC)

S.N	Agenda	Points of Discussion / Decision taken	Action by
1.	Opening Remarks & AKTU Activities Updates	<p>Director started the meeting with a piece of advice to all HODs w.r.t availing/ granting of EL/CL/SL by Deans/ HoDs/ FHs to faculty &amp; staff during the Covid-19 lockdown period. Accumulation of stress is a natural phenomenon due to long stay at home &amp; therefore suggested that leave must be granted, if requested. However, HoDs/ FHs to make sure that the ongoing work should not be affected. He continued by sharing few updates from AKTU as follows.</p> <p>a) Numbers of activities have been organized by AKTU w.r.t Innovation and one of the Innovation project display activity is going to be conducted.</p> <p>b) It came to the knowledge that from 26 shortlisted projects, six innovation project items from KIET (B.Tech &amp; Pharmacy) have been selected for display virtually in which 3 projects are from TBI, 2 projects are from Pharmacy and 1 project are from ME department. <i>Compliments!!!</i></p> <p>c) One minute video of the projects will be recorded when concerned will be intimated by AKTU itself.</p> <p>d) The final list for the same will be shared by Dean (IEC) shortly.</p>	<p><b><u>Para 1(b) 1(d):</u></b> GM (TBI), Principal (KSOP), HoD (ME)</p>
2.	AKTU Examination Calendar (University Notification)	<p>a) Dean (A) shared the information as per Examination Calendar issued by AKTU on 13<sup>th</sup> May 2020 as follows.</p> <ul style="list-style-type: none"> <li>• <b>Phase I: From 6<sup>th</sup> July Onwards – Doubt clearing classes, Labs, Practical, Viva voce, End semester examination (Final Yr.) for all.</b></li> <li>• <b>Phase II: From 27<sup>th</sup> July Onwards - Doubt clearing classes, Labs, Practical, Viva voce, End semester examination for all remaining students.</b></li> <li>• <b>Commencement of academic session 2020-21: 12<sup>th</sup> September 2020 – for all existing students.</b></li> <li>• <b>Commencement of academic session 2020-21: will be notified by AKTU.</b></li> </ul> <p>b) Dean (A) explained that from 6<sup>th</sup> July to 15<sup>th</sup> July 2020, ten days slots are available. So PUE may be</p>	<p><b><u>Para 2(b) to (m):</u></b> All HoDs will send their view to Dean (A) in writing by Monday (18th May 2020 evening to take a further decision</p>

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		<p>conducted and preparatory leave may be given to final year students for end semester examination.</p> <p>c) Dean (A) also shared that, UG - 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year end semester exam will be conducted from 22<sup>nd</sup> August to 10<sup>th</sup> September 2020. Therefore, three weeks are available to conduct classes and PUE.</p> <p>d) Dean (A) also informed that the Institute may reopen from 12<sup>th</sup> September 2020 for UG - 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year.</p> <p>e) Director pointed out that the syllabus has been completed in all branches and there are apprx. three month duration remained. So we need to take decision on how to keep attached students with their studies.</p> <p>f) HoD (MCA) suggested that Summer School may be organized during this duration.</p> <p>g) HoD (AS) recommended that the format of PUE should be changed as descriptive questions should also be included with objective questions in the question paper from 2.5 units.</p> <p>h) HoD (ME) suggested that the PUE exam may be from 2.5 Units and may be conducted on alternative days. The format of question paper should be descriptive.</p> <p>i) HoD (EIE) recommended that at least one exam of syllabus before CT- 2 should be conducted in the month of June 2020, otherwise the students will get detached from their studies. HoD (MBA) favored her.</p> <p>j) HoD (IT) advised to think about 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year student`s perspective before making any decision. He reported that students and faculty members are already engaged due to 90 hrs. plan of internship. So the internship work should be completed till 30<sup>th</sup> June and the activities viz. revision classes and PUE may be conducted from 1<sup>st</sup> July 2020 onwards.</p> <p>k) HoD (EN) submitted to conduct PUE in the month of July for 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> year.</p> <p>l) HoD (ECE) agreed with the HoD(EIE) to conduct one exam in the month of June but for full syllabus.</p> <p>m) Principal (KSOP), the final year students reported that they require some space to prepare for higher studies. So he proposed not to conduct any PUE for final year students in Pharmacy branch. For 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, exam from three units may be conducted and the question paper supposed to be subjective.</p>	
3.	<p><b>Uploading of e-content on KIE TERP/Moodle/Google Drive/Microsoft team.</b></p>	<p>a) Director briefed about the agenda and motivated all to moving forward to blended learning concept.</p> <p>b) Director also told that HoD (ECE) &amp; HoD(CE) have put the e-content partly on AKTU portal.</p> <p>c) Director shared his view to make entire e-content available on KIET portal before the new semester start. So that it could also be put on AKTU portal easily to ignore the consequences due to any pandemic situation.</p> <p>d) Mr. Vinay Ahlawat (Manager – IT Operations)</p>	<p><b>Para 3(f) to3(i):</b>  <b>Dean (A) to make a draft policy for coming semester by putting Manager - IT operation and Dr. Pushendra (KSOP) in loop by 19<sup>th</sup> May 2020</b></p>

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		<p>presented the Frame workof the KIET e-Content.</p> <p>e) The agreement received from all the HoDs on the proposed Frame work.</p> <p>f) HoDs opined to record a live lecture in the class as a video lecture.</p> <p>g) HoD (ECE) advised to create a separate platform with a dedicated team for this Framework and the pre-recorded video lecture should be a live lecture by the faculty member recorded in the class.</p> <p>h) All the HoDs favored HoD (ECE).</p> <p>i) HoD (CSE) submitted to categorize recorded lectures, one lectureshooted by ITSS team and another recorded by Faculty member itself.</p> <p>j) Dean (A) proposed to implement the e-content frame work from next semester and let HoDs to do exercise on it to implement efficiently.</p>	<p align="center"><b><u>Para 3(j):</u></b>  <b>HoDs, make a committee at department level to check qualityin the supervision of Addl. Heads of the departments.</b></p>
4.	<p><b>Make-up test for the Students (who missed the CT-1&amp; Online PUE – 1due to genuine reason)</b></p>	<p>a) Dean (A) reported that the list of the students has been shared by all the HoDs already.</p> <p>b) HoDs suggested to conduct Make- up test in the month of June and mode of conduction could be the assignments because the network related issues are not resolved till yet.</p> <p>c) HoD (EI) submitted to conduct Make-up tests after completing all the main tests. The make-up test for CT-1 may be conducted when the institute will be opened. It may be like online make-up test for online exam and offline make-up test for offline exam.</p> <p>d) It was decided that make up test for online exams undertaken so far should be taken online only and for balance it should be conducted after re-opening of the institute for students.</p>	<p><b>Dean A &amp;HoDs</b></p>
5.	<p><b>Mandatory condition for CSE/IT/MCA faculty member to know Programming Language</b></p>	<p>a) Dean (A) apprised about the need of advanced programming language as per current era. Also, the summary of Programming Language Proficiency Survey from CSE &amp; CO/IT &amp; CSI/ MCA department has shared.<i>Appreciated!!!.</i></p> <p>b) HoDs from concerning department agreed to motivate their faculty member to do at least one certification of advanced programming language.</p> <p>c) Joint Director suggested organizing a session about the use of advanced programming language in core branches.</p>	<p><b><u>Para 5(a) to5(c):</u></b>  <b>Concerning HoDs will discuss with Dean (A) separately and freeze it by 23<sup>rd</sup> May 2020.</b></p>
6.	<p><b>Student Feedback</b></p>	<p>a) Director advised to organize student feedback survey in online mode.</p> <p>b) It was agreed toconduct it in the last week of June.</p>	<p><b><u>Para 6(a) to6(c):</u></b>  <b>Dean A &amp;HoDs with assistance of Manager ITSS &amp; Registrar</b></p>
7.	<p><b>Compliance Report of previous meetings</b></p>	<p>a) Compliance reports from all the previous meetings have been received -reported by Dean (A).</p> <p>b) Director appreciated and referred the format of the compliance report from ECE department. Suggested to share the good practice of department with others,</p>	<p><b><u>Para 7(a) to7(b):</u></b>  <b>JD &amp;All HoDs to implement</b></p>

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		which was agreed.	
8.	<b>Virtual Lab</b>	<p>a) Dr. Sangeeta Arora (Assot. Professor – MCA) presented the Virtual Lab Mapping.</p> <p>b) Director shared his view to make a target to upload apprx. 20 virtual labs on national platform by December 2020. All the experiments should be mapped with Virtual Lab.</p>	<b>Dr. Sangeeta Arora to share the presentation with all the HoDs.</b>
9.	<b>Summary of the Survey – Coursera Courses.</b>	<p>a) Dr. Vipin Kumar (Asst. Dean – Skill Development) presented the summary of the survey done for online courses from Coursera among all the departments.</p> <p>b) Director stressed to undertake the courses that add more value to the existing skill of the faculty members. Purpose is not the collection of certificates but is to enhance the skills.</p>	<p><b><u>Para 9(a):</u></b>  <b>Dr. Vipin Kumar to segregate the summary of the survey and share</b></p> <p><b><u>Para 9(b):</u></b>  <b>HoDs to ensure</b></p>
10.	<b>Aptitude Training</b>	<p>a) HoD (HSS) presented the Aptitude Training proposal for batch 2020-21.</p> <p>b) All HoDs agreed to start aptitude training from 25<sup>th</sup> May 2020 onwards.</p> <p>c) HoD (IT) briefed about the Placement Preparation Plan of 90 hrs. Implemented in 3<sup>rd</sup> year in which the Technical, English and Aptitude is included. The said training will be considered as internship.</p>	<p><b><u>Para 10(a):</u></b>  <b>HoD (HSS) to incorporate for KSOP dept. as well</b></p> <p><b><u>Para 10(b):</u></b>  <b>HoD (HSS) to make a tentative time-table and share with all HoDs</b></p>
11.	<b>C.V Raman Award Policy</b>	<p>It was decided unanimously by all members that if a faculty member gets the award in a particular year, he/ she will not be debarred from receiving the award in subsequent years, if coming on merit again. There will not be any debarred duration as in case of Dronacharya award.</p>	<b><u>Dean R&amp;D</u></b>

**Dean Academics**

**Distribution: to all concerning**

**Minutes of Academic Council Meeting held on 23<sup>rd</sup> May'20 at 10:30 am through Virtual Connect**

**Participants:** Joint Director, Dean (A), Dean-IEC, Dean-SW, HoDs, Dr. A.P Shukla, Addl HoD CO, Manager-ITSS, Dr. Puspendra (KSOP)

**Chair:** Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	<b>Opening Remarks &amp; few updates</b>	<p>Director opened the meeting with a <i>welcome note</i>. He further continued giving an outline of day's discussion points followed by sharing few <i>updates/ developments</i> since last ACM as follows.</p> <p>(a) 30 video lectures of our faculty members have been published on <b>NDL portal - visibility @ All India level</b>. Complimented Dean -IEC for initiating this idea &amp; Mr, Vinay Ahlawat for uploading video lectures within the stipulated time period.</p> <p>(b) Director-KIET nominated as <b>member - Advisory Board @ AKTU</b>.</p> <p>(c) 6 innovative projects (COVID-19) submitted by us have been showcased in the <i>Online Prototypes Inauguration and Rendering Ceremony @ AKTU</i>. Again, a <b>good visibility to the Institute</b>.</p> <p>(d) GATE/GPAT Club - Dr. Sahoo to discuss the proposal in detail with undersigned. Inputs have been received from other dept. as well.</p> <p>(e) Alumni data 2018 - 80% compiled. Acknowledged efforts of AEC team.</p> <p>(f) Complimented HoDs for submission of compliance report (i.e. ATR of last meeting). <i>Let this practice be continued</i>.</p>	
2	<b>Rationalization of Duties (Policy doc.)</b>	<p>(a) HoD CSE presented the policy doc. The modalities were discussed in detail &amp; few suggestions received. HoDs to submit their final views in writing to HoD CSE so as to freeze the policy doc and further process.</p> <p>(b) This policy doc shall be used as a '<b>tool</b>' only. Departments have the discretion to assign the load appropriately. The members were in 'agreement' of the policy doc.</p> <p>(c) Director complimented the entire drafting team of this policy doc. - HoD CS, Addl HoD CO &amp; HoD MBA for their sincere contribution.</p>	<p><b>Para 2 (a)</b> HoDs HoD CSE</p>
3	<b>Development / Uploading of E-Content (Policy doc.)</b>	<p>(a) Manager ITSS &amp; Dr. Puspendra presented the policy doc. The proposed draft policy was <i>agreed in principle</i> by the present members.</p> <p>(b) It has been decided to <b>develop 100% E-content</b> in phases / in a series i.e. uploading of E- content based on syllabus coverage/ units covered upto CT1 in first phase, CT2 in second phase and so on. The timeline as agreed upon for uploading of E-content for phase 1 is <b>30<sup>th</sup> Jun'20</b>. HoDs to note.</p> <p>(c) HoDs to send the tentative subject allocation details barring few (wherein syllabus has changed) to Manager-ITSS with a copy to Dr. Puspendra for further process as discussed.</p> <p>(d) Further, the uploading of <b>video content</b> as agreed upon for <b>phase 1</b> is <b>31<sup>st</sup> Jul'20</b>. HoDs to note.</p> <p>(e) MOODLE training for all faculty members be planned from <b>1st Jun'20</b>. HoD IT to note/plan.</p>	<p><b>Para 3 (c,d)</b> HoDs</p> <p><b>Para 3(e)</b> HoD IT</p> <p>Manager-ITSS/ Dr. Puspendra</p>

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4	<b>Structure of Unnat Bharat Abhiyaan (UBA) Proposal</b>	<p>(a) Director briefed the objective to establish UBA @ Institute level &amp; actively conduct varied activities as specified under UBA - <i>a flagship program of AICTE / UGC, GOI</i>. Though, Team Uddeshya is active in this area, still there is a need to carry out the activities in a more structured way.</p> <p>(b) Dean SW presented the details- UBA structure, modalities, few new appointments to supplement the UBA activities, roles &amp; responsibilities etc. and invited suggestions.</p> <p>(c) Dean SW to revise the policy doc based on inputs as received from GM-TBI, HoDs MBA, ME, EN etc. and put up again for review/finalization and issue by <b>10<sup>th</sup> Jun'20</b>.</p> <p>(d) Members were in 'agreement' to the proposal.</p>	<p><b>Para 4 (c)</b> Dean SW</p>
5	<b>New vertical KIET IT Cell (Policy doc)</b>	<p>(a) HoD IT presented the proposal. The members appreciated the presented doc. The proposed draft policy was <i>agreed in principle</i> by the present members.</p> <p>(b) Director also announced few new appointment/promotion w.r.t. KIET IT Cell. Related updates shall follow.</p> <p>(c) Digital Media Policy - Anybody who come across a good policy doc. may please share with HoD IT.</p>	<p><b>Para 5 (b)</b> OOD</p> <p><b>Para5 (c)</b> Dean/HoDs</p>
<p>Director concluded the meeting by saying '<b>a Great day today</b>' as <b>four major decisions</b> have been settled in the interest of the Institute. He once again recognized the efforts put by all Deans, HoDs, Functional Heads, all faculty &amp; staff during COVID-19 period.</p>			

*The meeting concluded at 1:30 pm.*

**Dr. (Col) A Garg**  
**Director**

**Distribution: All concerned**



**Minutes of HODs Meeting held on 06th June 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, Mr. Vinay Ahlawat (Head - ITSS), Head (E-content).**

S.N	Agenda	Points of Discussion / Decision taken	Action by
1.	<b>Opening Remark</b>	<p>Director opened the meeting with appreciating words to all HoDs for performing their roles effortlessly followed by some points :</p> <p>a) COVID-19 situation is going to be continued. So the end semester examination may not be conducted for <b>1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students</b>. The planning is still in discussion for <b>final year</b> and will be shared by AKTU itself shortly.</p> <p>b) As far as KIET Group of Institutions is concern, the revised <b>Academic Calendar AY 2019 – 20</b> issued by Dean Academics, will be followed.</p>	<b><u>Para 1(a) to 1(b):</u></b> <b>All HoDs to note</b>
2.	<b>Internal Marks</b>	Director briefed that the last date of uploading the internal marks i.e <b>20<sup>th</sup> June 2020 may be extended</b> by the AKTU. Still in discussion.	<b>All HoDs to note</b>
3.	<b>Digital Media Policy</b>	<p>It is a significant policy to implement in the KIET campus to prevent and ignore the unnecessary submissions by the students.</p> <p>a) Director emphasized all the HoDs to <b>review the policy thoroughly</b> and provide valuable suggestions w.r.t issue the <b>Digital Media Policy</b>.</p>	<b>All HoDs to take necessary action.</b>
4.	<b>ERP Portal &amp; Online Seminars/Webinars</b>	<p>a) Numbers of the <b>online activities</b> are organized on department level. Director suggested to include these activities in HoDs report uploaded by the dept. HoDs at their dashboard on monthly basis.</p> <p>b) Directors admired the efforts done by <b>Dean Academics and HoD (MBA)</b> to making themselves available and represent KIET Group of Institutions at different online platforms viz. <b>Seminars/Webinars</b> as a Speaker.</p> <p>c) Director advised to all HoDs and Functional Heads to be continued this practice on different platforms.</p>	<b><u>Para 4(a) to 4(c):</u></b> <b>All HoDs to implement</b>
5.	<b>AIRF</b>	a) Director briefed about the <b>AIRF viz. Abdul Kalam Institutional Ranking Framework</b> , a ranking platform for affiliated institutions by the AKTU. The modalities of this policy will be	<b><u>Para 5(a):</u></b> <b>All HoDs to note</b> <b><u>5(b):</u></b>

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		<p>issued shortly by the University.</p> <p>b) Joint Director notified some issues reported by some faculty members. He suggested to all HoDs to resolve the issues by discussion and team work should be followed.</p>	<p><b>All HoDs to take necessary actions</b></p>
6.	<b>E-content &amp; Lesson Plan</b>	<p>a) Dean Academics enlightened the format/structure of the lesson plan having on ERP portal as well. He also briefed about the syllabus and structure of e-content.</p> <p>b) Dean (ITS) reported that Moodle server hardware is ready and the software has been installed. Also the plan of the training of faculty members and Moodle coordinators is ready and will be conducted from <b>15<sup>th</sup> June 2020 onward</b>. The training Plan has been explained by Head (ITSS).</p> <p>c) Director notified that the final structure of e-content will be decided after analyzing the e-content format given by Dean (R&amp;D) and Dean (ITS).</p> <p>d) It is targeting to upload the e-content of the syllabus upto CT-1 on Moodle by <b>30<sup>th</sup> June 2020</b>. There is a provision available at Moodle to select the self shoot video lectures for public domain.</p> <p>e) Head (E-content) reported that any type of video lecture will pass through a filter named QA committee at dept. level.</p> <p>f) Dean (ITS) requested to all HoDs to examine the quality of video lecture and duly signed by their dept. QA committee before sending it on next level.</p> <p><b>HoD (MCA):</b></p> <p>g) The course file may be maintained on Moodle.</p> <p>h) The format of lesson plan may be like as the format of e-content.</p> <p>i) An undertaking should be taken from faculty members to not claiming that particular self shoot video lecture in future.</p> <p>j) 100% lectures should be recorded.</p>	<p><b><u>Para 6(b):</u></b> <b>All HoDs to note</b></p> <p><b><u>Para 6(e) &amp; Para 6(f):</u></b> <b>All HoDs to ensure</b></p> <p><b><u>Para 6(g) to Para 6(j):</u></b> <b>Dean (ITS) and Head (ITSS) to see</b></p>
7.	<b>Progress Report of Internship</b>	<p>a) Dean Academic shared the feedback of NPTEL examination.</p> <p>b) Also, imbalanced load of internship has been reported by the faculty members as per the feedback shared by Dean Academics. Students also reported that they disconnected with their reporting faculty member for internship.</p> <p>c) Director stressed that this is an alarming situation</p>	<p><b><u>Para 7(a):</u></b> <b>Dean (A) to share</b></p>

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		<p>and suggested to be ensure to make every faculty member engaged at least 3-4 hrs. in a day. Otherwise, HoDs may issue an advisory note to concerned faculty member.</p> <p>d) In case of students, the genuine concern should be addressed first, otherwise student must be panelized.</p> <p><b>Further, Director shared his view that Human value is creating a harmony with self. So there is a need of time to strengthen the inner self. Director suggested attending 3 hrs. of Human Value workshop for 5 days to all leaders of KIET after the lean period. The agreement from all the HoDs has been received.</b></p>	<p align="center"><b><u>Para 7(c) to 7(d):</u></b> <b>All HoDs to implement</b></p>
<p align="center"><b>8.</b></p>	<p align="center"><b>Creating a new Vertical for Career Guidance</b></p>	<p>a) The <b>Mentorship Program (K-MAP)</b> represented by HoD (MBA).</p> <p>Further, Director invited the true opinions from all the HoDs to create a new vertical.</p> <p>b) All HoDs suggested that the career guidance cell must be restructured. A qualified and certified career counselor is required to guide students related to their interest areas.</p> <p>c) It was also submitted that comprehensive assessment of four dimensions viz. <b>Value, Skills, Interest &amp; Personality</b> is required for career counseling.</p> <p>d) As far as branding is concerned, HoDs submitted that the Institutional branding should be streamlined. The publicity should be initiated in Delhi and other states as well throughout the year.</p>	
<p>Director concluded the meeting by sharing two points as:</p> <ul style="list-style-type: none"> <li>• Research paper must be downloaded by the students from <b>MyLoft</b> application only.</li> <li>• HoDs have to take the ownership of 1<sup>st</sup> year students to engaging and interacting with them.</li> </ul>			

**Dean Academics**

**Distributed to : All concerns**

## Minutes of Academic Council Meeting held on 4<sup>th</sup> Jul'20 at 10:30 am through MS-TEAM

**Participants:** Dean (A), Dean-IEC, Dean-SW, HoDs & Head-CRPC

**Others -** Dr. Pramod (CSE), Dr. Ruchita & Dr. Abhishek (EC)

**Absent -** Joint Director

**Chair:** Dr. (Col) A Garg, Director

S.N	Agenda	Points of Discussion / Decision Taken	Action by
1	<b>Opening Remarks &amp; few updates</b>	<p>Director opened the meeting with a <i>welcome note</i> and enquired about the well-being of all members &amp; their family. In view of increasing COVID-19 cases in environment, he emphasized that we must take good care of ourselves, family members and follow the Govt./State advisories (COVID-19). He further continued giving an outline of day's discussion points followed by sharing few <i>updates/ developments</i> since last ACM as follows.</p> <ul style="list-style-type: none"> <li>(a) NIRF 2020 - KIET in the rank band of 201-250 - Efforts appreciated. HoDs to focus on identified areas for improved ranking next year.</li> <li>(b) ASSOCHAM Membership obtained - KIET in association with ASSOCHAM is organizing a Webinar on 20<sup>th</sup> July. Our association with ASSOCHAM will definitely help us to augment our visibility.</li> <li>(c) Congratulated 04 faculty (EC-3, EI-1) &amp; 22 students (EC-16, EI- 5 &amp; EN-1) &amp; EI for earning the prestigious NI CLAD Certification.</li> <li>(d) KIETs representation @ AKTU-BOS - Director read out the names of six faculty in BOS-AKTU including undersigned in BOS-ME, AKTU as Special Invitee from session 2020.</li> <li>(e) KIET is now network institute of Indian Institute of Remote Sensing (IIRS- ISRO), Dehradun. ECE <i>Space Technologies- COE</i> has been approved as the nodal centre and a prg. on Satellite Photogrammetry and its Applications was organized by IIRS-ISRO (29 Jun -3 Jul).</li> <li>(f) Congratulated IT students - Akash (2<sup>nd</sup> position) &amp; Anshika (5<sup>th</sup> position) for bringing laurels to Institute - Winners to first Lensathon in India 2020.</li> <li>(g) Director also briefed about the Office Orders/Policy letter issued since last ACM <i>viz.</i> Formation of IT Cell, IRCDC, Rationalization of Secondary Duties, NAAC Committee, ICC, CV Raman policy etc.</li> <li>(h) AICTE- Extension of Approval for A.Y 2020-21 has been received. Director shared related details about Intake revision.</li> <li>(i) ADAM course - 07 Admissions confirmed as on date.</li> <li>(j) Complimented departments for successfully organizing Online Webinars/ Interactive sessions @ dept. level. Also, two International Webinars by AS dept &amp; MBA dept., Human Values – Workshop for faculty &amp; Staff by AS, SDPs by HR, International Yoga Day celebrations @ KIET etc. were well acknowledged.</li> <li>(k) Delivered Sessions @ Webinars by Dean A, HoD MBA, HoD ME – Appreciated. Our Sr. Colleagues must continue this practice.</li> <li>(l) Started - Sharing of Good Practice. Departments may adopt good practices/implement in their departments.</li> <li>(m) Dean-IEC nominated as faculty (Prof. of Practice) for implementation of AICTE- National Innovation &amp; start Up Policy (NISP) @ KIET.</li> </ul>	



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		same. Dean R & D to note/discuss the suggestions as received separately to finalize/implement further.	
6	<p><b>Progress of e-content development &amp; Conduct of Summer School/ Refresher prg.</b></p> <p><b>Video Recording and uploading guidelines / Moodle structure presentation by Dean ITS</b></p>	<p>(a) HoDs shared the related updates w.r.t. e-content development - progress &amp; Summer schools planned /conducted by departments.</p> <p>(b) Dean-ITS to check the feasibility of creating more <i>Video recording facilities</i> for faculty and do the needful on priority basis/Inform HoDs.</p> <p>(c) Timely recording of videos &amp; uploading of e-contents be ensured by respective HoDs.</p> <p>(d) Quality of e-content &amp; Video recordings should be verified before uploading. HoDs to ensure that above are in concurrence with the issued guidelines by Office of Dean A/Dean-ITS. Must be implemented in letter &amp; spirit at dept. level. HoDs to ensure.</p> <p>(e) Course file design on MOODLE was very well explained by Dean-ITS. Director emphasized that HoDs must have the required clarity i.e. the <b>whole process</b> for its effective implementation at dept. level. Dean ITS to arrange the MOODLE LogIn/PW, assign Mentors/mentee by 8<sup>th</sup> Jul'20 and the completion target (i.e. Course file on MOODLE server) is kept by 14<sup>th</sup> Jul. HoDs/Dean-ITS to note for required action accordingly.</p> <p>(f) It is reiterated that whatever policy letters are issued must be monitored by HoDs w.r.t its implementation @ dept. level.</p> <p>(g) Director opined that engagement of students is a must 3-4 hrs/ day till regular classes starts. HoDs to ensure at dept. level.</p> <p>(h) For newly admitted students: Director opined that we need to engage them from the beginning itself. HoD HS and HoD CSE to work out a plan for the engagement of freshers in two areas as discussed – Soft Skill/ English Communication and Programming / Coding Skills. HOD AS to facilitate commencement of the engagement not later than 08 Jul 20 with the assistance of HoDs CSE &amp; HS.</p>	<p><b>Para 6 (b)</b> Dean-ITS</p> <p><b>Para 6 (c,d,e,f,g)</b> HoDs/ Dean-ITS</p> <p><b>Para 6 (g)</b> HoD HS &amp; CSE</p> <p><b>Para 6 (h)</b> HOD AS</p>
<p>Director concluded the meeting with the note that <b><i>coming semester we need to implement our e-efforts in a more befitting manner.</i></b> He also shared about the possibility of semester starting date in mid Jul'20 after announcement of results by AKTU. Further, two faculty/ dept/ staggered during the day may come to the Institute from 6<sup>th</sup> Jul'20 onwards while following the SOP issued from Office of Dean SW. HoDs to note.</p> <p>The remaining agenda points shall be taken during next meeting on Tuesday, 7<sup>th</sup> Jul'20. Dean (A) to note and issue necessary directions accordingly.</p>			

*The meeting concluded at 1:30 pm.*

**Dr. (Col) A Garg**  
**Director**

**Distribution: All concerned**

**Minutes of Academic Council Meeting held on 4<sup>th</sup> Jul'20 at 10:30 am through MS-TEAM**

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