Date:08/07/2022

NOTICE

From : Chairperson-IQAC	To : All Concerned

Subject : Regarding Internal Quality Assurance Cell (IQAC) Meeting

All the Internal Quality Assurance Cell (IQAC) members and special invitees are hereby informed that IQAC Meeting has been scheduled on **14th July 2022 (Thursday) at 3.00 p.m. in the Board Room**. Meeting will be chaired by the Chairperson-IQAC. Agenda is as follows:

Agenda:

1. Activity List planned by IQAC.
2. Preparation for NIRF 2023.
3. Student Induction Program 2022-23 as per UGC Guidelines.
4. Student Welfare Activities.
5. Special remedial classes and Bridge Courses.
6. Student Outcome- Placement Training Review and Planning.
7. Faculty Competency Matrix as per Skill Set.
8. Capacity Building of Faculty Members through MOOCs.
9. Any other points with the permission of the Chair.

Kindly attend the meeting as per the above schedule

(Dr. Vinod M. Kapse)
IQAC Chairperson

Signature Not Verified
Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:28:59

Copy through ERP/Email:

- Hon'ble M.D/A.M.D (for kind information please)
- Executive VP (for kind information please)
- Director General (for kind information please)
- All Directors, All Deans, All Associate Deans & All Heads (for kind information please)
- All IQAC members and special invitees (for kind information please)
- Registrar for record
- All Notice Boards

Noida Institute of Engineering & Technology
Internal Quality Assurance Cell

Minutes of IQAC Meeting

Date (Day) : **14th July 2022** (Thursday)
Time : 03:00 p.m.
Venue : Board Room

Agenda:

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3. Student Induction Program 2022-23 as per UGC Guidelines.
4. Student Welfare Activities.
5. Special remedial classes and Bridge Courses.
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7. Faculty Competency Matrix as per Skill Set.
8. Capacity Building of Faculty Members through MOOCs.
9. Any other points with the permission of the Chair.

Members Present:

Prof. Vinod M. Kapse
Prof. C.S. Yadav
Prof. Kumud Saxena
Prof. Sovers Singh Bisht
Prof. Ritesh Rastogi
Prof. V.K. Pandey
Prof. Vivek Ranjan
Dr. Neema Agarwal
Prof. Ghazala Naaz
Prof. Rashmi Mishra
Prof. Vikas Sagar
Ms. Sofia Pillai

Agenda	Point of Discussion	Decision Taken
Activity List planned by IQAC	The IQAC Coordinator emphasized to organise community engagement outreach programmes as research methodology seminars, student skill-building workshops, faculty development programs, and sustainability awareness events to enhance academic quality and encourage holistic institutional growth. We discussed about the implementing digital tool training, orientation programs, feedback analysis sessions, and event planning initiatives to foster a culture of innovation and entrepreneurship within the institution. The importance of systematically maintaining records of all activities for NAAC and accreditation purposes was emphasised.	Plan for Quality Activities related to Research, Faculty Development Program etc. Action By: IQAC Coordinator

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Preparation for NIRF 2023	The Chairperson initiated the discussion on the preparation for NIRF 2023, emphasizing the importance of improving the institution's ranking. It has been decided that early information gathering from academic departments, research cells, placement units, and administrative sections is required, and they also discussed the current status of institutional data. In order to organise the data, it was suggested that a nodal officer be assigned to each criterion. Updating faculty and student accomplishments, promoting research output, and ensuring that all academic and infrastructure details are accurately reflected were the main goals.	Need to prepare the Data with relevant Stakeholder. Action By: NIRF Coordinator
Student Induction Program 2022-23 as per UGC Guidelines	It is discussed with Dean B.Tech First Year, Dean MCA and Head MBA for implementation of the Student Induction Program for the academic year 2022-23. IQAC Chairperson suggested to follow all the guidelines given by University and UGC need to be followed. .All Deans need to plan induction program's structure, duration, resource persons, and planned activities, with particular emphasis on fostering students' understanding of sustainability, ethics, community involvement, and the development of essential life skills through various sessions and workshops.	Plan the induction program as per guidelines. Action By: Dean B.Tech Ist Year, Dean MCA, Head MBA
Student Welfare Activities	The Dean SW committee discussed about how to develop workshops on life skills, career readiness, and mental health; how to establish structured mentoring and counselling programs; and how to enhance facilities for health, hygiene, and recreational activities. The significance of strengthening grievance procedures, offering financial assistance to students in need, and supporting student organisations for extracurricular and cultural activities was emphasised. Recommendations to encourage student participation in community outreach and extension programs were also included in their overall development.	Encourage students to participate in Community Outreach Activities. Action by: Dean SW

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Special remedial classes and Bridge Courses	The committee talked about how to identify the subjects and areas in which students need remedial assistance the most. It was proposed that remedial classes be held on the weekends or after regular business hours to avoid conflicts with regular schedules. In order to bridge the knowledge gap of incoming students, members proposed computer skills, communication skills, mathematics, and basic sciences modules for bridge courses. It was also mentioned that regular feedback and performance reviews should be used to monitor the effectiveness of these initiatives.	To plan Remedial Classes and Bridge Course Classes. Action by: Heads and CoE
Student Outcome-Placement Training Review and Planning	The Chairperson emphasized to review and planning session was held to assess student outcomes from placement training. Key areas of improvement were identified, aiming to enhance employability through industry-aligned skill development. The session emphasized refining training content, boosting soft skills, and addressing gaps to better prepare students for successful placements in today's competitive job market.	Plan the activities for good placements: Action by: Director, T & P
Faculty Competency Matrix as per Skill Set	The Chairperson discussed about a Faculty Competency Matrix was developed based on individual skill sets to effectively map subject expertise, identify training needs, and align faculty capabilities with curriculum goals, ensuring enhanced teaching quality and improved student learning outcomes.	Assess the training need of faculty. Action by : Heads
Capacity Building of Faculty Members through MOOCs	The Chairperson emphasised to all Deans / HODs to capacity building of faculty members through MOOCs, providing flexible, accessible learning to improve skills and teaching effectiveness	Planning for capacity building for faculty members through MOOCs, Action by: Heads

The meeting ended with a vote of thanks delivered by Coordinator, IQAC

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(Chairperson, IQAC)