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Noida Institute of Engineering & Technology
19, Knowledge Park-II, Institutional Area, Greater Noida, G. B. Nagar, U.P.

Date: 27/07/2023

CIRCULAR

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 **1st August 2023 (Tuesday) at 4.00 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 2024
3. Student Induction Program 2023-24 as per UGC Guidelines
4. Participation in the Activities as per Activity Calendar prescribed by the Innovation Cell, Ministry of Education
5. Faculty Induction Program in collaboration with Human Resource Department (UGC Guidelines for Training/Orientation of Faculty on Indian Knowledge System (IKS)
6. Student Outcome- Placement Training Review and Planning
7. Any other points with the permission of the chair.

Kindly attend the meeting as per the above schedule

(Dr. Vinod M. Kapse)
IQAC Chairperson

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Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:29:17

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) : 01st August 2023 (Tuesday)

Time : 04:00 p.m.

Venue : Board Room

Agenda:

1. Activity List planned by IQAC
2. Preparation for NIRF 2024
3. Student Induction Program 2023-24 as per UGC Guidelines
4. Participation in the Activities as per Activity Calendar prescribed by the Innovation Cell, Ministry of Education
5. Faculty Induction Program in collaboration with Human Resource Department
6. Student Outcome-Placement Training Review and Planning

Members Present:

Prof. Vinod M. Kapse	**Prof. C S Yadav**	**Prof. Kumud Saxena**
Prof. Anjana Rani Gupta	**Prof. P K Shukla**	**Prof. Rashmi Mishra**
Prof. Sonia Munjal	**Prof. Rakesh Kr. Singh**	**Prof. Vikas Sagar**
Prof. Mayank Deep Khare	**Prof. K P Singh**	**Prof. Rajesh Kumar**
Mr. Vinay Tiwari	**Dr Neema Agarwal**	**Ms. Amita Shukla**

Special Invitee:

Convener IIC	**Head CMC**	**Head HR**

Agenda	Point of Discussion	Decision Taken
Activity List planned by IQAC	• The Internal Quality Assurance Cell (IQAC) proposed to collaborate in organizing a series of academic and professional development activities, including an International Conference to strengthen the research culture in the institute. A Faculty Development Programme is planned for the use of technology in the agriculture. As a quality initiative, focus is on problem solving activity for the students. An activity is also planned to guide funding opportunities to early-stage entrepreneurs. The proposed activities aim to strengthen research culture, promote innovation and entrepreneurship, enhance faculty competence, and align teaching–learning and research practices with contemporary advancements and quality	Collaborate with department to organize **(Action by IQAC Coordinator)**

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	assurance benchmarks. The proposal was placed before the members for discussion and approval.	
Preparation for NIRF 2024	• The Chairperson initiated the discussion on the preparation for NIRF 2024, emphasizing the importance of improving the institute ranking. • The forum reviewed the key parameters of the NIRF framework, including Teaching, Learning & Resources, Research and Professional Practice, Graduation Outcomes, Outreach and Inclusivity, and Perception. It was decided that each department head would be responsible for compiling and submitting accurate data for their respective departments. • The NIRF coordinator advised a thorough review of past year's data to identify areas for improvement. The data collection and verification process is needed to initiate with immediate effect.	Preparation of NIRF 2024 Data **(Action by NIRF Coordinator)**
Student Induction Program 2023-24 as per UGC Guidelines	• The Director has been instructed to Dean B.Tech. First Year, Dean MCA and Dean MBA to plan the implementation of the Student Induction Program for the Academic year 2023–24. • All deans are advised to integrate the academic and administrative processes and nurture a cohesive team environment. The proposed schedule includes orientation sessions on institutional values, campus facilities, academic structure, examination system, and student support services. Activities such as interaction with faculty and senior students, mentorship sessions, campus tours, stress management workshops, and cultural programs will also be organized. The objective is to ensure a smooth transition for students into higher education, while fostering emotional well-being, time management, and academic preparedness.	Conduction of Orientation Program as per UGC guidelines **(Action by Deans B.Tech First Year, HoD MBA, HoD MCA)** **("https://www.education.gov.in/sites/upload_files/mhrd/files/PR_Deekshara mbh.pdf")**
Participation in the Activities as per Activity Calendar prescribed by the Innovation Cell, Ministry of Education	• The Institution Innovation Cell (IIC) emphasized to all for the importance of aligning institutional activities with the Innovation Cell's prescribed calendar to encourage key focus areas. Director also encouraged for active involvement from both students and faculty members to ensure holistic participation in all activities conducted by IIC	Conduction and active participation of Activities as per IIC Calendar for academic year 2023-24 **(Action by Convener IIC)**

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Faculty Induction Program in collaboration with Human Resource Department	• Chairperson focused on the importance of faculty orientation and exposure to the Institute Policies and Procedures. It will make comfortable to all newly joined members. It will help the faculty members to understand the Institute vision, mission and culture. The induction program will cover the Academic policies, pedagogical training, Research Ecosystem. It also aligned to get the knowledge of Institutional Support Services.	Organization of Induction Program **(Action by Head HR)**
Student Outcome-Placement Training Review and Planning	• Chairperson reviewed the Training conducted by Career Management Cell. He also asked for the feedback of activities conducted for the placement for the upcoming session. • Head, Computer Science and Engineering suggested to conduct few activities at the department level. Alumni Sessions may be organized for the guidance of students. It is also suggested to conduct mock interview sessions for the students.	Conduction of Training for the students for placement preparation. **(Action by CMC)**

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

(Chairperson)

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