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

Internal Quality Assurance Cell

Date: 31/07/2024

CIRCULAR

From : Chairperson, IQAC	To : All IQAC Members

Subject: Regarding Internal Quality Assurance Cell (IQAC) Meeting

All the Internal Quality Assurance Cell (IQAC) members & Special invitee are hereby informed that **IQAC Meeting** will be scheduled on **06th Aug 2024 (Tuesday) at 3.00 p.m. in the Board Room**. Agenda items are as follows:

Agenda Items:

1. Preparation for NIRF 2025
2. Activity List planned by IQAC
3. Student Induction Program 2024-25 as per UGC Guidelines
4. Appointment of Professor of Practice (PoP)
5. Plan for the Execution of an International IEEE Conference
6. Capacity Building of Faculty Members through MOOCs
7. Institutional Development Plan Progress (IDP)
8. Any other points with the permission of the Chairperson.

Kindly attend the meeting as per the above schedule.

(Dr. Vinod M. Kapse)
Chairperson, IQAC

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Signed By:Vinod Mansiram Kapse
Location:
Signing Date:14.09.2026 04:29:38

Copy to 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 Office for record purpose

Noida Institute of Engineering & Technology
Internal Quality Assurance Cell

.Minutes of Meeting

Date (Day) : 06th Aug 2024 (Tuesday)

Time : 03:00 p.m.

Venue : Board Room

Agenda Items:

1. Preparation for NIRF 2025
2. Activity List planned by IQAC
3. Student Induction Program 2024-25 as per UGC Guidelines
4. Appointment of Professor of Practice
5. Plan for the Execution of an International IEEE Conference
6. Capacity Building of Faculty Members through MooCs
7. Institutional Development Plan Progress (IDP)

Members Present:

Prof. Vinod M. Kapse	**Prof. C. S. Yadav**	**Prof. Kumud Saxena**	**Prof. Anjana Rani Gupta**
Prof. Ritesh Rastogi	**Prof. P K Shukla**	**Prof. Rashmi Mishra**	**Prof. Ghazala Naaz**
Prof. Sonia Munjal	**Prof. Rakesh Kr. Singh**	**Prof. Vikas Sagar**	**Prof. Mayank Deep Khare**
Prof Sovers Singh Bisht	**Prof. K P Singh**	**Mr. Sanjeev Gupta**	**Prof. Rajesh Kumar**
Aditya Raj Srivastava	**Mr. Usman Uvais**	**Dr Neema Agarwal**	**Ms. Amita Shukla**
Mr. Devansh Srivastava	**Mr. Ankit Tripathi**		

Agenda Item(s)	Point of Discussion	Decision Taken
Preparation for NIRF 2025	The Chairperson initiated the discussion on the preparation for NIRF 2025, emphasizing the importance of improving the institution's ranking. The forum reviewed the key parameters of the NIRF framework, including Teaching, Learning & Resources, Research and Professional Practice, Graduate 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 last year's data to identify areas for improvement. A timeline was set for the data collection and verification process, with a target completion date of 30th Nov 2024.	Preparation of NIRF 2024 Data **(Action by NIRF Coordinator)**
Activity List planned by IQAC	The IQAC Coordinator presents the comprehensive calendar with activity list for the academic year aimed at promoting [illegible] ent to organize quality enhancement and institutional development. [illegible]	

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	IQAC initiates to bring researchers into a platform by collaborating in a conference Advancements and challenges in Science and Technology (International Conference) Online mode". IQAC will also collaborate to organize **Faculty Development Programme (FDP)** with the objective of enhancing teaching–learning effectiveness and promoting quality-centric academic practices. The Internal Quality Assurance Cell is also planning to initiate the activities related to well being of health of individual to promote holistic well-being and quality of life within the institution.	**(Action by IQAC Coordinator)**
Student Induction Program 2024-25 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 2024-25. All deans are advised to integrate the academic and administrative processes and develop a sense of belonging. 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.	The Student Induction Program will be organized as per UGC's Deeksharambh ("https://www.education.gov.in/sites/upload_files/mhrd/files/PR_Deeksharambh.pdf") **(Action by Dean B.Tech Ist Year, Dean MCA, HoD MBA)**
Appointment of Professor of Practice	The industry readiness is key indicator for getting good placements. It is suggested by house to appoint "Professors of Practice" in accordance with UGC guidelines to strengthen the industry-academia interface. This initiative aims to bring in highly experienced professionals from industry, public service, or other relevant fields who may not necessarily hold a Ph.D. but possess significant domain expertise. The role of the "Professor of Practice" will guide the students for particular skill. As per UGC guidelines "Professor of Practice" may design their own skill-oriented courses to students.	All heads are advised to explore the "Professor of Practice" as per skill required for current needs. ("https://www.ugc.gov.in/pdfnews/9097019_Guidelines-for-Engaging-Professor-of-Practice-in-Universities-and-Colleges.pdf") **(Action by HoDs)**
Plan for the Execution of an International IEEE Conference	The Conference chair Dr. Pavan Kumar Shukla and Dr Kumud Saxena has presented the plan for the execution. IQAC, Chairperson discussed forming various committees for smooth conduction of conference. The important deadlines regarding the submission acceptance of research papers is discussed. committees, i.e. Technical Chair, Publication chair, Proceedings & Printing chair and Welcome	The conference chair will form more Committees for smooth conduction of [illegible] Conference

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	house to form more committees timely for the smooth conduction of conference.	
Capacity Building of Faculty Members through MOOCs	The IQAC coordinator discussed the skill enhancement initiative of the institute. Four MOOCs courses are assigned to each faculty member as per their requirements. Each faculty has to complete the MOOCs courses within the timeframe. It helps to improve the skills.	All Heads are advised to motivate or track the progress of MOOCs. **(Action by HoDs)**
Institutional Development Plan Progress (IDP)	The Chairperson has shared the information with house that institute has started working on Institutional Development Plan (IDP) as per UGC guidelines. He discussed that IDP purpose is to create understanding among students and appreciation for the complex cultural and physical worlds. The members gave the suggestions to include details of constitutional values and skills etc. The team suggested the annual activity plans must be focused on identified gaps to achieve mission.	The IDP team will incorporate the suggested changes in the plan, adhering strictly to the framework provided by the UGC Guidelines. **(Action by IDP Committee Chairperson)** "https://www.ugc.gov.in/pdfnews/1713699_IDP-Guidelines.pdf"

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

(Chairperson, IQAC)

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